Facilities Student Administrative Assistant Job Description

University Housing

2011-2012 Academic Year

Summary of Position:
The Facilities Student Administrative Assistant is an integral member of the University Housing team. This position works under the supervision of the Building Superintendant and will be responsible for data entry, warehouse duties including inventory tracking, order processing, light cleaning, and various other related duties. There may be some heavy lifting.

Minimum Eligibility Requirements:
• Enrolled as a full-time student at Boise State University with a minimum of 8 credits per semester.
• Minimum cumulative and semester grade point average of 2.00.
• Available to work during regular business hours (8am-5pm Monday through Friday). The Administrative Assistant may be asked on occasion to work evening and/or weekend hours but will receive adequate notice of these dates for planning purposes.
• Strong written and verbal communication skills.
• Demonstrated history of timeliness and arriving on time for shifts.
• Have basic knowledge of office procedures including data entry, word processing, and phone etiquette.
• Must be in good standing with the University and University Housing.
• Must have a valid driver’s license.

Preferred Qualifications:
• Live in the University Residence Halls or Apartments for the entire duration of employment.
• Excellent organizational and time management skills (able to work on multiple projects at a time) as well as demonstrated attention to detail.
• Flexibility, display willingness and ability to change plans as the situation demands.
• Initiative to complete tasks and find work during slower down times.

Contract Period:
The Administrative Assistant position is a one-year student leadership opportunity with a contract period running for the complete academic year (consecutive fall and spring semesters). Staff are required to be present for and assist with all opening and closing operations. All University Housing student staff are required to reapply for additional years of employment as previous employment does not represent a commitment to rehire staff. All student staff hired by University Housing will be evaluated once a year (or once each semester), results of which will be taken into consideration when re-hiring is being sought.

Confidentiality & Access:
During the course of performing regular tasks, staff may come in contact with sensitive information in student/employee records and/or may have access to office/student spaces for reasons of job related tasks. This information and property may be protected by a number of local, state and federal laws, including the Family Education Right to Privacy Act (FERPA) or Human Resource policies. Information covered by FERPA and other laws and policies may not be released by staff unless specific conditions are met and there may be personal liability to the staff member who releases information inappropriately. More information and training about the specifics of confidentiality, key use and room/building access guidelines will be reviewed after hiring.
Compensation
Office Assistants will receive compensation of $7.25/hour usually for 8-10 hours per week. At certain times of the year there may be additional hours available in order to complete work that must be done within a specific timeline. This is a non-work study position.

Suspension & Termination
This appointment is subject to termination prior to its normal expiration for failure in assigned duties or for conduct inappropriate to this position. Terminated staff are eligible for rehire but must go through all reapplication procedures during the next cycle of hiring. Eligibility in itself, however, does not constitute a commitment of the Office of University Housing to rehire. Administrative Assistants are responsible for understanding and abiding by the policies and procedures in the Student Code of Conduct and University Housing Policies, including those set forth by University Housing, local, state or federal law.

Boise State University Housing does not discriminate on the basis of race, religion, gender, sexual orientation, or disability.