

JOB DESCRIPTION

JOB TITLE: Alumni & Friends House Assistant part time 18 hours per week

DATE: 11.15

DEPARTMENT: Alumni & Friends House

REPORTS TO: Director, Alumni & Friends House, VP of Chiropractic & Alumni Relations

SUMMARY:

The specific duties include:

1. Responsible for answering telephone, screening and routing calls to appropriate staff and prioritizing messages with clearly written and verbal communication of messages, when appropriate, to supervisors and staff.
2. Assist with Postgraduate programs and enter seminar information into Student Manager as needed.
3. Assist with all Alumni and Friends House activities and events i.e. guest lectures, alumni visits, etc.
4. Assist with Spring Symposium planning, set-up and on-site activities as needed.

COMPETENCIES: To perform the job successfully, an individual should demonstrate accuracy and thoroughness and be able to monitor own work to ensure quality. Must be able to complete work in a timely manner, while managing competing demands. Must be able to follow instructions and respond to management direction.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Windows, Word Processing, and Excel Spreadsheet software and data entry skills.

QUALIFICATIONS: High school diploma or general education degree (GED) and six months to one year of office experience; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple instructions, short correspondence and memos. Ability to write simple correspondence.

PHYSICAL DEMANDS: The employee is regularly required to talk and hear in order to take reservations over the phone. The employee is frequently required to sit and use hands to enter data on the computer, and to handle papers, paperclips, staples etc. The employee is occasionally required to stand, walk and reach with hands arms in

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is generally characteristic of a normal office environment. The employee is occasionally exposed to outside weather conditions. The noise

level in the work environment is usually moderate.

NOTE:

This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days at all locations, and to work with administration in the attainment of the College's missions and goals.