NDSU | CENTER FOR WRITERS

Position:	Graduate Office Assistant	Department	Center for Writers
Salary:	$16/hr. & full base NDSU tuition		

Supervisor: Enrico Sassi Apply to: enrico.sassi@ndsu.edu	Hours: 20 hours/week Start date: January 14, 2020

Description

The Graduate Office Assistant is a part-time student position in the Center for Writers (CFW). The office assistant fulfills an important role at the CFW by taking responsibility for the following:

Office Procedures

- Greet writing center visitors and direct them to services
- Communicate in writing through email, website, and other media
- Answer telephone calls
- Organize and maintain meeting spaces and storage areas
- Order supplies and report maintenance problems
- Maintain client confidentiality
- Assist CFW personnel as needed

Scheduling and Reporting

- Schedule appointments
- Troubleshoot and report problems with the online scheduling software
- Help to schedule workshops and contact tables
- Maintain CFW data
- Help to administer surveys and produce assessment reports
- Help to create writing center procedures and write instructions for them

Events and Promotional Materials

- Advertise workshops and other writing center activities
- Produce public relations materials, including brochures and posters
- Update CFW web pages and Facebook

Qualifications

Minimum:

- Graduate student status
- Personable, professional demeanor
- Effective oral and written communication skills
- Ability to quickly learn new software systems
- Ability to pay attention to detail
- Strong multitasking and organizational skills
- Ability to work independently

Preferred:

- Experience with NDSU's Navigate system
- Experience with web design and document design
- Experience with TYPO3
- Strong editing skills

Terms of Employment:

Start date is January 14. This position requires 20 hours per week for fall and spring semesters. Work hours during regular semesters are 4 hours per day, Monday through Friday, with some flexibility. Work during summer semesters is negotiable.

Application Materials and Review:

Application Materials to be submitted by email to enrico.sassi@ndsu.edu:

- Cover letter
- Resume
- Three professional references (names, email addresses, phone numbers)

Timing:
Review of applications will begin on November 21st and will continue until the position is filled.