POSITION SUMMARY
Director’s Assistant provides director support to the Director administratively and manages the Director’s suite.

PRIMARY TASKS
- Answer phones, filing, typing, copying, scanning, maintain Director’s calendar
- Maintaining the Director’s suite (display boards, office etc.)
- Conduct research, data entry, produce reports
- Attending specific meetings as assigned by the Director, producing minutes
- Greeting and assisting customers (students, guests, staff, faculty)
- Assisting with special projects, activities and events
- Various duties as assigned

SUPERVISION RECEIVED
The Director’s Assistant will report directly to the Director of Student Activities however will support the DSA staff as needed.

REQUISITED KNOWLEDGE AND SKILLS:
- Must have good communication skills and ability to project professional image.
- Must have working knowledge of Micro Soft Office (Excel, Word, and Outlook).
- Must be extremely organized and have great writing skills
- Creativity, event planning and implementation is a plus
- Excellent customer service skills is a must
- Self motivated, energetic and a team player

HOURS
The Director’s Assistant must be able to work a minimum of 10 hours per week 9:00 a.m. and 5:00 p.m. Monday through Friday.