**Student Engagement Center Office Assistant**

**I. Position Details**

Location:

Student Engagement Center

Walla Walla, WA

Schedule:

Fall and spring semester | # hrs. /week

**II. Description**

The Student Engagement Center (SEC) offers countless opportunities for students to gain experience, build skills, and positively contribute to Whitman College, the Walla Walla community, and beyond. The SEC is a walk-in office that houses Whitman’s programs and resources related to career development, jobs, internships, community service and volunteer programs, among others. The Office Assistant is primarily responsible for providing administrative and clerical support to the Center’s staff.

1. **What You Can Expect to Accomplish**

* Developing internal and external customer service skills and phone skills
* Understanding multiple systems within our office
* Creating marketing materials for SEC events
* Knowledge of Excel, InDesign, Adobe and Canva programs

1. **Your Responsibilities**

* Provide administrative and clerical support to the Center staff.
* Serve as first point of contact to the Center.
* Schedule appointments thru Handshake and maintain calendars for staff.
* Use email and mass-mailing programs to communicate with students, alumni, recruiters, and others.
* Maintain an updated job database through Handshake.
* Promote full-time and part-time on-campus employment opportunities to Whitman students and alumni.
* Other duties as assigned.

1. **Your Qualifications**

* A congenial attitude, good organizational skills, great degree of accuracy and attention to detail.
* Enjoy a vibrant office environment that includes frequent interruptions.
* Excellent interpersonal, written and verbal communication skills
* Ability to maintain student records and other sensitive information in a confidential manner
* Basic knowledge of computer skills

1. **How to Apply**

Please submit your application directly through Handshake.

