



Commuter & Transfer Student Services Operations Assistant

Expectations and Responsibilities

The Commuter & Transfer Student Services (CTSS) Operations Assistant provides administrative and operational support for the Collegia Program, Transfer student programming, and general office support duties. This graduate student position will average 10 hours a week and report to the CTSS Programs Assistant. Pay for this position will be Level 3 at \$11.05/hour. Position begins the first week of September 2009.

Responsibilities

- Performs administrative and operational tasks as needed for five Collegia including:
 - honor bar management including purchasing, stocking, tracking, delivery and budget management of Costco, coffee and perishable items
 - Manage the inventory, purchasing, and distribution of office, computer and printer supplies for Collegia and multiple forms for staff use.
- Provides program support for Collegia including counting money and doing deposits, processing and tracking petty cash reimbursement for staff for Collegia activities, coordinating and tracking ticket sales of special campus events within Collegia.
- Ongoing management of Collegia member data in enrollment entry, database and listserv maintenance, Campus Card usage reports, photo listings and usage databases and listserves.
- Event support role as facilitated by Programs Assistant.
- Collegia Program staff back-up for unexpected absences.
- Cross-training to provide back-up for Office Coordinator in New Student Programs.

Qualifications, Skills and Abilities

- ~Currently enrolled at Seattle University as a graduate student.
- ~Ability to commit to consistent schedule of 10 hours/week.
- ~Experience with general office responsibilities; good with details.
- ~Dependable with tasks; reliable and punctual.
- ~Ability to work independently and take initiative.
- ~Good computer skills; particularly with word and excel.
- ~Can converse easily with others. Is friendly, mature, and has a positive disposition.