



Residential Life Office Assistant

Position Description 2023-2024

Overview

Residential Life at Binghamton University is looking for enthusiastic and energetic Office Assistants to assist with general office duties in the Res Life Central office located in Tuscarora 213 and/or in designated Area Offices. This is a paid hourly position expecting 20-29 hours a week, Mondays through Fridays between the hours of 8:30 a.m. and 5:00 p.m.

Job Description

The Office Assistant's core responsibilities are listed below. Responsibilities may look slightly different depending on the work site location. Work site location will be determined by hiring managers at the time in which a job offer is made.

General:

- Greeting guests
- Answering phone calls
- Answering emails
- Assisting with closing procedures
- Basic spreadsheet design and use
- Posting flyers
- Campus errands
- Attending occasional professional development trainings
- Preparing keys for fall housing (area office specific)
- Working closely with the housing team (central office specific)
- Assisting central office with small projects (central office specific)
- Required attendance at biweekly staff meetings (central office specific)
- Additional duties as assigned

Preferred Skills:

- Customer service
- Critical thinking skills
- Organizational skills
- Communication skills
- Attention to detail
- Reliability
- Basic computer skills
- Knowledge of campus housing
- Flexibility and adaptability

Application Requirements

- Full-time undergraduate or graduate enrollment at Binghamton University
- Proficiency working with Google Docs, Google Drive, and Google Calendar

Compensation & Term of Employment

- Hourly Pay: \$15.00
- The official employment dates for this position are August 2023 to May 2024

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact reslifejobs@binghamton.edu. We ask that you provide us at least 3-5 days of advanced notice regarding your equal access needs.

Binghamton University is an affirmative action/equal opportunity employer.

Binghamton University Residential Life is committed to excellence in diversity and the creation of an inclusive learning and working environment. We encourage applicants of marginalized backgrounds to apply to this position. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, ability status, veteran status, or any other protected characteristics applicable by law.