Responsibilities of CAES Office of Academic Affairs Student Worker Position

Job Description:
This position reports directly to the Director of Student and Employer Engagement in the CAES Office of Academic Affairs. The student worker will assist with front office responsibilities, as well as recruitment and program initiatives. This person should be enthusiastic, energetic, detail-oriented, self-motivated, demonstrate outstanding initiative, and have an extremely strong interest in providing great customer service. They should represent CAES effectively to all constituencies (visitors, prospective students, VIP’s, current students, faculty, staff etc.)

When:
Summer 2018

Who we are:
The CAES Office of Academic Affairs oversees teaching/academic responsibilities for the College of Agricultural and Environmental Sciences. We are located in room 102 in Conner Hall. Office hours are 8:00 AM until 5:00 PM.

Duties Required:
• Follow good customer service protocols
• Welcome guests to our office
• Schedule and give student tours
• Answer phones, take messages, run errands as requested
• Assist Student Recruitment Coordinator with events and planning
• File
• Make copies
• Answer phones as needed
• Keep work area organized and clean
• Lift 30 pounds at various times
• Give campus tours
• Schedule student visits with departments
• Maintain appropriate confidentiality of office information
• Function as a resource for accurate information concerning CAES
• Perform other duties as assigned

Skills Needed:
• Computer (Word, Merge, Excel, Email)
• Professionalism and honesty
• Good Communication (written and oral)
• Organization
• Ability to drive a university van (a valid U.S. driver’s license is required)

Length of Employment / Salary:
• Reappointment is based up job performance, evaluation and continuing enrollment in the University.

Preferred Hours:
• Monday – Friday: between 8:00 AM and 5:00 PM as possible; Student workers cannot work in excess of 20 hours per week if taking coursework. Lunch breaks as needed to cover front office.

Application Deadline:
• Please submit an application and cover letter to Hannah Rull (hannah.rull25@uga.edu) by Friday, March 30th.