

Sample Job Profile: Office Assistant performing mainly clerical work and social media content creation

JOB CATEGORY- CLERICAL

JOB TITLE- OFFICE ASSISTANT

JOB DESCRIPTION-

Support the Office of Student Loans and Personal Finance in their efforts to provide guidance and resources to students as they finance their college education and navigate their personal finances by assisting with general office workflow, social media marketing, and event planning including but not limited to programs, workshops, and seminars.

JOB REQUIREMENTS-

- Serve as frontline staff at the reception desk
- Greet students and other visitors
- Notify counselors when a student has arrived for their appointment
- Actively update our social media accounts and assist with other marketing efforts
- Scan DukeCards at Personal Finance Workshops
- Assist with program development and implementation around campus
- Prep counseling packets
- Other general office duties as needed

TECHNICAL & SOFT SKILLS (Optional to provide)-

- Work study eligible as indicated on your Financial Aid Award Letter
 - Can be accessed on DukeHub account
- Ability to dedicate a minimum of 9 hours in the Office of Student Loans and Personal Finance per week
- Previous demonstration of teamwork and collaborative skills
- Self-motivated
- Experienced in creating and uploading content for Facebook and Instagram
- Proficient in Microsoft Word and Excel
- Possess effective written and oral communication skills
- Prior involvement on-campus that demonstrates leadership and ability to work well with peers such as resident assistant, first-year advisory counselor, house course instructor, tutor, etc.
- Willingness to work additional hours to accommodate for campus events, personal finance workshops, classroom presentations, and any other additional outreach efforts outside of the 9-5 schedule
- Knowledge in finance, including but not limited to related fields such as:
 - Financial Aid, Personal Financial Planning, and/or Individual Fiscal Responsibility

NUMBER OF OPENINGS- 1

HOURS PER WEEK- 8-12 hrs

START DATE- 08/25/2022

END DATE- 05/01/2022

TIME FRAME- Academic Year

BASE RATE PAY- \$15

WORK LOCATION- Hybrid (Virtual & 2127 Campus Drive)

PRIMARY CONTACT *(Should auto-fill)*

SECONDARY CONTACT *(Should auto-fill)*