

OFFICE/CLERICAL ASSISTANT

****Federal Work Study Student Position****

Pay Range: \$16.00-16.50/hr.

Location: On Campus (900 Walker Ave.)

Flexible Hours

Part-Time, 10 hours a week

Contract: Renee Decker rdecker@umbc.edu

One (1) opening for general office/clerical assistant for the Department of Emergency and Disaster Health Services and PACE.

Responsibilities

- Answering phones
- Greeting visitors and students to the department
- Running errands for the department
- Assist in keeping website and department announcement displays up to date
- Data entry & compiling packets for the continuing education section
- Scan, photocopy, fax, and/or email documents for digitization project
- Work to assist faculty or staff on special projects

Required Qualifications

- Good phone presentation with clear speaking voice
- Ability to multitask
- Available for blocks of time during work week
- Punctual and Dependable
- Detail Oriented
- Ability to handle confidential information
- Ability to work independently, follow instructions, and ask questions for clarification
- Good computer skills including, attention to detail (spelling, grammar, formatting).
- Knowledge of following software programs: Word, Excel, and e-mail
- Willingness to learn aspects of the program so to enhance the caller's experience, answer basic information questions and/or direct them to the correct person within the department

Preferred/Additional Qualifications

- Website experience (Word Press)
- Prior office work experience