Montclair State University, Center for Advising and Student Transitions

Title: Office Assistant

Location: Webster Hall Room 200

Job Type: Student Assistant

Start Date: 2/15/2016  
Hours per week: 10

Wage: $8.50/hour

Job Description:

Process and organize paperwork, update and maintain records in the office computer database. Responsibilities include data entry, mail delivery, and front desk reception.

Primary Responsibilities:

- Answering inquiries
- Assist the customer service representative with answering telephone calls and processing paperwork
- Prepare for various orientations and events
- Prepare materials for academic success workshops
- Assist the office with all workshops & Special events (as needed)
- Provide “as needed” student support while working in the CAST Office (i.e. answering general questions)

Qualifications:

- Computer skills
- Clerical skills
- Customer service
- Organizational skills

Application Instructions:

Please email availability to delrioi@mail.montclair.edu