

Iowa State Memorial Union, Student Activities Office Assistant

Student Activities manages the policies and procedures for over 900 recognized student organizations. Student Activities is focused on connecting students to get involved on campus in a variety of ways. This position supplies support in the East Student Office Space of the Memorial Union for the following areas: The Workspace, CyBowl & Billiards, The Maintenance Shop, Leadership & Service Center, East and West Student Offices Spaces.

Duties and Responsibilities Include

- Greeting and assisting guests
- Clerical duties including answering phones, emailing, copying, scanning and inventory of office supplies
- Distribution of US and Campus mail to Memorial Union offices and tenants
- Securing key check outs and access requests
- Keeping office clean and organized for staff and guests
- Assisting in management of flyer service process and procedures
- Distribution of Flyers to designated campus buildings
- Providing support for Full-time Staff and Graduate Students
- Performing other tasks as assigned by the staff
- Walking throughout the Memorial Union and other campus buildings, some lifting of heavy packages, bending, squatting and long periods of time sitting at a desk
- Attending Monthly Staff meetings

Best Candidates Have

- Attention to detail & organizational skills
- Excellent customer service skills
- Basic knowledge of office equipment
- Genuine interest in events and activities on campus
- Desire to support the mission of the Memorial Union
- Embrace the diverse campus community
- Enthusiastic and willing to work both independently and as a team

Positions and Compensation

- Up to 6 positions – ongoing
- Hourly wage beginning at \$8.00
- Work Study Students are strongly encouraged to apply

Contact

- Brigitte Milhous, Office Coordinator, Student Activities
Iowa State Memorial Union

Submit resume and cover letter to bmilhous@iastate.edu