Iowa State Memorial Union
Student Activities Center Office Assistant

The Student Activities Center manages the policies and procedures for over 900 recognized student organizations. The Student Activities Center is focused helping students to get involved on campus in many different ways. The Workspace, CyBowl & Billiards, The Maintenance Shop and Leadership & Service Center are all managed by the Student Activities Center.

Duties and Responsibilities Include
- Greeting and assisting guests
- Clerical duties including answering phones, emailing, copying, scanning and inventory of office supplies
- Distribute US and Campus mail to Memorial Union offices
- Securing key check outs and access requests
- Keep office neat and tidy for guests and staff
- Assist in management of flyer distribution process and procedures
- Provide support for Full-time Staff and Graduate Students
- Performs other tasks as assigned by the staff

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
- Enthusiastic and willing to work both independently and as a team

Positions and Compensation
- Up to 8 positions – ongoing
- Hourly wage beginning at $8.00

Contact
- Brigitte Milhous, Secretary of the Student Activities Center
  Iowa State Memorial Union

Submit resume and cover letter to bmilhous@iastate.edu