# Description

Office Staff is responsible for assisting with filing, publicity, and other clerical duties, providing friendly customer service to students, faculty, and visitors to the Office of Student Development, and assisting in the operations of the Student Design Center.

# Supervision

## Received

Works under direct supervision of the professional staff and the OSD Lead.

## Exercised

None.

# Duties

* Assist with coverage of the office and customer service, including answering phones and assisting customers.
* Assist with filing, copying, faxing, publicity, memos and other clerical duties.
* Assist with any Campus Center/ OSD program or areas.
* Assist students in using the Student Design kits and ensure that all supplies are properly signed out.
* Assist in conducting inventory of the Student Design kits.
* Assist with larger office projects and refer to task log in the communication binder for assignments.
* Assist with removing all non-approved and expired flyers and posters from HCC bulletin boards.
* Assist in notifying clubs and organizations of expired bulletin boards and windows.
* Assist in keeping the OSD and the SDC neat and organized.
* Attend staff meetings as scheduled by the OSD Lead.
* Perform other duties as assigned.

# Qualifications

Office experience desired. Knowledge and/or willingness to learn HCC/OSD Operations. Good computer and typing skills and a friendly attitude. Effective verbal and written communication skills required.