

Administrative Office Admin

Purpose

The purpose of this position is to assist the Student Union with a variety of administrative duties. The Student Assistant will be responsible for the upkeep, organization, and execution of the various functions of the Reception Desk located in the Student Union Administrative Office. The Student Assistant will also be responsible for facilitating communications inside and outside the office. This position reports directly to the Administrative Supervisor III.

Duties and Responsibilities

- Knowledgeable of Student Union policies, procedures, and operations of Student Union facilities.
- Attends meetings and training sessions as designated by the Administrative Specialist III.
- Greets visitors in the Student Union Administrative Office. Assists and engages with guests and patrons of the Student Union.
- Maintains familiarity with meetings/events and other activities occurring in the building
- Appropriately answers questions about the Student Union and University of Tennessee.
- Will answer and transfer phone calls, assist in filing and general office duties. Will assist Director, Administrative Specialist III and Accounting Specialist I as needed.
- Demonstrates exemplary and friendly customer service when corresponding to various types of inquiries either by phone, email, or in person.
- Receive lost and found items and place them safely in storage.
- Knows the mission of the Student Union and strives to perform this mission to the best of their ability at all times while on duty or on the premises.
- Performs other related duties as assigned. Such duties may include, but are not limited to, updating calendars, and organizing spreadsheets.

Qualifications

Must be a student in good academic standing and actively pursuing a degree at the University of Tennessee, Knoxville. This person must possess initiative and ability to work independently and with other Student Union and Facilities Services staff. Additionally., this person must display tactfulness during interactions with the public and be able to do so without supervision. Previous administrative experience is preferred, but not required. Experience with Microsoft office is preferred, but not required.