

## Position Description

### POSITION PROFILE

**Position Title:** College of Business & College of Education Student Office Assistant

**EOU Department/College:** College of Business & College of Education

**EOU Supervisor Title:** Janet Frye, Associate Professor of Education

**Typical Job Duration:** Academic year, with potential for summer employment based on performance and department needs.

**Job Level:** \$13.20, Level 1

**Type of Schedule/Typical Hours:** Flexible hours between 8 AM to 4 PM, Monday through Friday, based on the student's class schedule.

**Typical Number of Hours Per Week:** 10-15 hours, depending on office workload and student availability.

### POSITION INFORMATION

#### Student Position Description Summary:

Hours are flexible, depending upon your school schedule, but will be between 8am - 4pm, Monday – Friday. Good communication is expected, if you cannot work your shift you need to notify the office. This position is with the College of Business and College of Education. Work study is preferred but not required for this position.

### **Job Duties/Responsibilities/Essential Functions:**

- Follow established office procedures and policies
- Perform a variety of basic office tasks
- Scan and file documents
- Database management
- Assist with events when occurring during normal work schedule, as needed
- Other duties as assigned

## **HIRING CRITERIA**

### **Minimum Qualifications:**

- Must be enrolled in at least 6 credits at EOU.
- Ability to maintain confidentiality and professionalism in all interactions.
- Reliable and punctual with good communication skills.

### **Preferred Qualifications:**

- Work-Study Eligibility
- Prior office experience
- Excellent customer service skills
- Ability to maintain confidentiality
- Professional work ethic
- Independent time management skills

### **Desired Knowledge, Skills & Abilities:**

- Proficiency in Microsoft Office Suite and familiarity with administrative software.
- Effective interpersonal skills to interact with faculty, staff, and students.
- Capable of managing multiple tasks simultaneously with high attention to detail.

## **STUDENT LEARNING OUTCOMES**

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Develop administrative and organizational skills that complement academic studies in business and education.

### **Industry Learning Outcomes:**

- Gain hands-on experience in administrative functions within an educational setting, preparing for future careers in administration or office management.

### **Career-Readiness Learning Outcomes:**

- Enhance professional competencies such as effective communication, teamwork, and problem-solving in a dynamic work environment.

## PROFESSIONAL DEVELOPMENT & TRAINING

### Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework