

### **SST Office Assistants (Labor Position)**

**About the Office of Student Success & Transition:** The Office of Student Success & Transition (SST) provides students with the guidance and development needed to successfully transition into, navigate through, and graduate from Berea College. Located in Stephenson Hall, SST employs a team of Labor students who provide support to both ongoing long-term projects and day-to-day functions of the office. You can read more about SST [here](#).

#### **Description of Duties:**

- Assists with general office duties, including receptionist duties such as filing, mailing, copy work and organizing materials, answering inquiries and correspondence with in-office visitors.
- Answer the phone and take clear, precise messages. Review and respond to emails.
- Run errands as necessary.
- Arrange meetings or reserve rooms as necessary.
- Schedule and appropriately record appointments for office staff.
- Assist with events as needed (Summer Connections, Family Day, Orientation programming, etc.)
- Assist in maintaining social networking sites.
- Assist with confidential Alerts process for students while maintaining confidentiality standards.
- Process office forms as necessary.
- Perform other job-related duties as assigned, including light janitorial duties.
- Enter/retrieve data on Banner system as necessary.

**Work Schedule:** Generally, students who work in SST are scheduled to work between the hours of 8am and 5pm on weekdays, when the office is open. However, there is occasional evening and weekend work, typically on a volunteer basis. However, all students are required to work the Mid-Year Recognition Service and Commencement ceremonies, which will involve after hours/weekend work.

**WLS:** Commensurate with experience.