

Dear Humanities Undergraduate,

The Humanities Undergraduate Office needs a dedicated student to provide front desk assistance during the 2023-2024 Academic Year. This is a part-time work-study position. Applicants will be required to provide proof of work-study funding for the 2023-24 academic year.

Hourly pay rate: \$15.50

Job Duties:

- Provide responsive front desk reception and customer service to visitors and callers. Provide information and referral to students regarding other campus departments and resources.
- Schedule appointments on behalf of students through the UCI Appointments website. Check in students at the front desk for scheduled in-person appointments.
- Assist students requesting a Drop-In Appointment and maintain Drop-In Appointments Sign-In Sheet during Drop-In hours.
- Maintain regular communication with office staff using the Slack messaging system.
- Assist with administrative tasks including filing, photocopying, compiling packets, etc.

Requirements to Apply:

- Must be a Sophomore, Junior, or Senior Humanities Major
- Needs to have a Work-Study Grant for the 2023-2024 academic year
- Must be able to work in-person in the office
- Must be available to work 6-10 hours per week between the hours 9am-12pm, 1pm-4pm, Monday-Friday
- Familiarity with Google Suite
- Basic computer literacy (e.g. familiarity with Microsoft Office)
- Ability to multitask and work in a fast paced environment
- Friendly disposition and good customer service skills

Please go to [Handshake](#) to apply.

Job: Student Assistant - Humanities Office of Undergraduate Study

ID: 8244843

Applications must be submitted by 9/29/2023.

-Humanities Office of Undergraduate Study