**Title:** Student Employment Office Administrative Assistant

**Function:** Under the supervision of the Student Employment Coordinator, this position will maintain the day-to-day administrative duties for the Student Employment Office.

**Description of Duties and Tasks:**

**Essential Responsibilities:**

1. Serves as first line of contact for Student Employment Office: answers, screens, and directs phone calls and emails. Responds to voicemail.

2. Able to communicate essential employment information:
   a. Directs employers/students on how to post/find a job
   b. Assists with job posting when necessary
   c. Answers student questions (including about Federal Work Study)

3. Collects, prepares, and files Student Payroll Authorizations and Stipend forms.

4. Sends incomplete paperwork emails to students and supervisors.

5. Updates Eligibility List of students who are eligible to work.

6. Helps keep the Student Employment web pages (internal and external) up-to-date.

7. Assists Student Employment Coordinator in the processing and data entry of payroll authorizations/stipends and new student employee information.

8. Guides students in Gordon’s employment paperwork process. Will help students to fill out I-9, W-4/M-4, confidentiality agreement, and direct deposit information. Assists in practical application of I-9 laws regarding timeliness of paperwork.

9. Logs and files completed I-9, W-4/M-4, confidentiality agreements, and direct deposit forms.

10. Maintains student paperwork files.
11. Assists with orientation at the beginning of the fall and spring term. Mans the table at Campus Connections.

12. Runs exit report regularly and pulls all forms that need to be filed.

13. Complete student worker employment verifications when necessary.

14. Monitors international student identification documents expiration dates and alerts students of approaching expiration date.

15. Coordinates the visits of summer camps who are interested in recruiting Gordon students.

16. Collects and distributes mail appropriately.

17. Assists with mailing and processing of annual off-campus employer survey.

18. Prepares supervisor mailings.

19. Runs reports when needed for Student Employment Coordinator, Payroll and other departments on-campus.

**Additional Responsibilities:**
1. Maintains adequate supply of Student Employment forms and office supplies.

2. Manages multiple spreadsheets.

3. Communicates any maintenance requests to Physical Plant.

4. Provides additional administrative services as assigned.

**Required Knowledge, Skills and Abilities**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Strong interpersonal/customer service skills. Will be in contact with students, employers, faculty, staff, and some parents.

2. Solid written and verbal communication skills.
3. Must be able to work extra hours for the weeks at the beginning and sometimes end of semesters. May need to work up to 40 hours per week in the time period of 8/15-9/25.

4. Ability to juggle multiple tasks at once.

5. A high level of integrity, sound judgment, and ability to maintain the highest level of confidentiality.

6. Solidly developed computer skills. Comfortable with the idea of being trained on new computer programs.

7. Self-motivated individual who is comfortable working independently and as part of a team.

Position Code: SFS-SEADMAST-1
Grade: 2
FLSA Status: Non-exempt