



Academic & Wellness Center
Non-profit Organization

Office Assistant Job Highlights

Please note that this is a part-time volunteer position.

Qualifications:

- Proficient with Google Applications: Drive, Mail, Sheets, Docs., etc.
- Excellent written & verbal communication skills.
- Strong organization skills.
- Ability to prioritize & multitask.
- Dependable

This is a part-time opportunity that requires a 3:45-6:00 pm, Tuesday-Thursday commitment

Description:

- Under limited supervision, the Office Assistant performs highly responsible, specialized, and technical office support activities; explains rules, policies, and operations related to the organization's records, programs, and services.
- Monitors the quality and timeliness of work.
- Provides nonprofit staff with feedback on volunteers and processes improvements.
- Reviews submitted forms or applications to verify accuracy and completeness.
- Scans and files completed documents in the organization's electronic filing system.
- Interacts with individuals from various educational, socioeconomic, age, and ethnic backgrounds.
- Maintains volunteer hour logs and student service information.
- Draft & schedule correspondences and other formal documents.
- Support administrative staff with tutoring session set-up and transition times with tutors and students.
- Maintain cleanliness of the center.