



Position Title: **STUDENT AFFAIRS OFFICE ASSISTANT AND CAMPUS SUPPORT**

Reports To: Director for Student Affairs

Department: Student Affairs

**Classification/
FLSA Status:** Level III (Full-time/Non-Exempt)

Primary Function: The Student Affairs Office Assistant and Campus Support provide comprehensive administrative and operational support to all members of the Student Affairs team and the Campus Bookstore and Mailroom. This role is central to the coordination of student-centered programs, campus events, communication efforts, and daily office operations. The Office Assistant helps foster an engaging, supportive, and connected campus community by assisting with event planning, student services, campus messaging, and collaborative initiatives.

Secondary Function: As Campus Support, this position includes part-time responsibilities in support of the campus bookstore and mailroom. The individual will work scheduled hours as needed in the bookstore and mailroom to assist with daily operations, while maintaining primary responsibilities within Student Affairs in support of departmental initiatives and activities.

Key Responsibilities:

1. Serve as a professional, welcoming first point of contact for all individuals entering the suite, effectively assessing their needs and directing inquiries or concerns to the appropriate personnel.
2. Provide administrative and operational support to all members of the Student Affairs team, serving as a central point of contact for departmental needs and inquiries.

3. Assist with coordinating and providing significant support for the planning, preparation, and execution of student orientation programs (held four times per year), graduation ceremonies (held two times per year), Lyceum (mandatory for all employees), special initiatives and collaborative campus programs, requiring a high level of organization, attention to detail, and coordination.
4. Assist the Student Affairs Coordinator for Activities and Testing with test center coverage, including proctoring support and front-desk assistance as needed while adhering to testing policies and confidentiality standards.
5. Manage and cover online classified requests, ensuring timely, accurate, and professional processing.
6. Create, post, and maintain messaging and announcements on the college's message boards and other approved communication platforms.
7. Develop and publish ongoing motivational and inspirational messages to encourage engagement, connection, and a positive campus culture.
8. Develop, publish, and maintain a community resource guide for the student body.
9. Maintain, organize, and track department event inventory, supplies, and materials.
10. Participate in campus committees, communities, and service opportunities to strengthen relationships and connections with students, colleagues, and the broader campus community.
11. Support collaborative initiatives that enhance student involvement, campus life, and institutional engagement.
12. To participate in professional development and training opportunities to further skills and knowledge with regards to supporting the department.
13. Serve as campus support to the bookstore and mailroom by providing operational support, understanding and conducting bookstore and mailroom processes and procedures and assisting with basic inquiries.
14. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.
15. Commitment to the mission of Sherman College.
16. To assume such other duties as assigned by the members of Student Affairs.

Basic Knowledge and Skills:

1. Associate degree.
2. A minimum of two years of experience in working with the public providing excellent customer service and/or administrative support.
3. Demonstrates the ability to follow instructions, take initiative to begin and complete routine tasks, contribute new ideas, and work effectively both independently and as part of a team.
4. Ability to communicate effectively in written and verbal format to establish good working relationships with staff, faculty, and students.
5. Ability to adapt to changes in the work environment quickly, including changes to the original schedule to accommodate needs for any of the assigned departments' coverage.
6. Ability to organize and prioritize work requests to complete tasks in a timely manner with minimal supervision.
7. Ability to multi-task while giving attention to detail.
8. Ability to perform research/obtain feedback for the department.
9. Computer skills: MS Office applications, Microsoft Outlook, Canva, iPad, and the ability to learn and utilize specialized software.
10. Ability to embrace and learn new technologies.
11. Ability to work appropriately with confidential information.
12. Ability to make appropriate decisions independently when needed.
13. Ability to work occasionally after hours (scheduled in advance), and some Saturdays are required.

Preferred Knowledge and Skills:

1. Bachelor's Degree
2. Experience working in higher education or an educational institution
3. Familiarity with iPads and/or Apple products
4. Experience with iPad test proctor or activity/event planning

5. Experience with disability services and education or ADA regulations and guidelines
6. Knowledge of Chiropractic

Physical demands and work environment:

Physical Demands: While performing the duties of this position, there may be a frequent need to stand, stoop, walk, sit, lift objects and perform other similar actions during the workday. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Work environment: While performing the duties of this job, the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: