



Camps &
Conferences

Office Assistant Position

Responsible for general and specialized clerical duties in an administrative office. Office assistants are responsible for management of office functions including typing and proofreading, developing flyers and program materials, creating and working with databases, answering the phone, processing mailings, providing information to CMU and non-CMU constituents about Events & Conference Services and Camps & Conferences programs, and other duties as assigned. Involves some work with confidential files.

Minimum Qualifications:

- Strong oral and written communication skills
- Demonstrated ability to provide excellent customer service and maintain confidentiality
- Demonstrated organizational skills
- Demonstrated ability to carry job through to completion with minimal supervision
- Working knowledge of MS Office applications
- Knowledge of Camps & Conferences and Events & Conference Services programs
- Knowledge of other campus offices and resources

Desired Qualifications:

- Demonstrated experience in event planning/coordination
- Advanced knowledge of database management
- Previous experience with research or statistics
- Advanced knowledge of graphic design applications (web and/or print-based)

EXAMPLES OF DUTIES:

- Maintain data related to office activities
- Client information management
- Working with clients on event planning or program administration
- Manage meetings, professional staff calendars, and information
- Assist in research projects and other data collection
- Compiling budget information and preparing financial statements
- Regularly review, implement, and enhance office procedures/operations
- Other duties as assigned