EMPLOYMENT PERIOD
January 2018 thru spring semester (with potential to extend beyond)

POSITION DESCRIPTION

GW’s Office of Strategic Enrollment Initiatives is seeking an upper level undergraduate or graduate student to support our administrative staff as we plan pre-college, international and non-degree summer programs for summer 2018. This paid student position reports directly to the Executive Assistant, but will support the office at-large. The position is based at the Mount Vernon Campus.

DUTIES AND RESPONSIBILITIES

• Providing excellent customer service to students and guests who walk-in needing assistance;
• Answering in-coming phone calls;
• Providing administrative support to SEI staff;
• Completing special projects as assigned;
• Day-to-day office work (filing, scanning, shredding, etc.);
• Other duties as assigned.

QUALIFICATIONS

• Mature, responsible upper level undergraduate or graduate student with a minimum 3.0 grade point average;
• Highly organized, with the ability to prioritize and handling multiple tasks.
• The ability to work independently;
• Integrity, punctuality and dependability;
• Excellent interpersonal, written and oral communication skills;
• Ability to work in a fast paced environment;
• Proficient with Microsoft Suite software
• Experience with social media (Facebook, Twitter, LinkedIn, etc.), preferred.

COMPENSATION

• $12.50/hour 10 hours per week (up to 15 hours per week during peak periods)

To apply, please submit a resume and cover letter to Summer and Non-Degree Programs:
Email: gwsummer@gwu.edu