

# GSRC Office Assistant

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## DESCRIPTION

The GSRC Office Assistants (OAs) are vital members of the GSRC team. OAs serve as the first point of contact for students, visitors, faculty, and staff in our space. Duties and responsibilities include opening and closing facilities, front desk reception, general office duties as assigned, and LGBTQIA+ program and initiative support.

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## HUMAN RESOURCES DETAILS

**Shifts:** 8-12 hours/week • Mornings, evenings, and weekends available

**Starting Wage:** \$14 per hour

**Reports To:** GSRC Director and OA Student Supervisor

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## GSRC HOURS OF OPERATION (during the academic year while classes are in session)

Mon – Fri 9am – 11 pm, Sat & Sun 11am-11pm

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## ESSENTIAL FUNCTIONS & EXPECTATIONS

Office Assistants will report directly to the GSRC Director and the OA Student Supervisor. Duties include opening and closing facilities, providing front desk reception for our space during operating hours, and general office duties as assigned including but not limited to research, assisting peers using office services, and technical support.

The position requires maintaining a regular weekly schedule as well as scheduled rotational shifts on Friday, Saturday, and Sunday nights. Assistants must attend bi-weekly meetings and quarterly trainings for team building, development, and advancement opportunities throughout the academic year.

Expectations:

- Adhere to expectations set forth by the GSRC
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review.
- Must work at least 3-4 Friday, Saturday, and/or Sunday night shifts each quarter
- Attend bi-weekly team meetings, only absence exception is for scheduled classes
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- Complete annual performance evaluations

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## MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University undergraduate student
- Work-Study eligibility is strongly preferred but not required
- Ability to work and solve problems independently and collaboratively in a fast-paced environment
- Punctuality and reliability
- Exceptional attention to detail
- High degree of organization and professionalism
- Intermediate computer skills
- Desire to serve peers and act as a role model
- Capacity to maintain effective relationships with students, professional staff, and faculty.
- Experience with data collection and analysis, customer service, and demonstrated commitment to diversity and inclusion are highly desirable.
- Availability for weekend shifts is a must.
- Strong understanding of how to respect diverse gender identities and sexual orientation

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