General Office Assistant

The Office of Lesbian, Gay, Bisexual, and Transgender Life seeks a General Office Assistant for the upcoming academic year.

Duties include:

- Maintain Office library including researching new materials for purchase, organizing materials, and contacting library patrons
- Update bulletin board with current events and informational materials
- Update Office’s online library database
- Develop ways in which to effectively advertise utilization of library and its online database
- Manage databases including usage data and visitor tracking data
- Distribute flyers for Office events and programs
- Enter assessment data in Survey Monkey
- Assist professional staff with projects and program set-up as needed
- Perform other office duties as assigned including:
  - Answering phones
  - Greeting Office visitors
  - Running errands
  - Filing and assisting with paperwork
  - Completing mailings
  - Making copies and scanning documents
- Other duties as assigned

Applicants must:

- Be an undergraduate student at Emory who qualifies for Federal Work Study
- Have knowledge of diverse student populations including the LGBTQ communities
- Be able to work independently and as a team
- Identify potential tasks and take initiative to complete them
- Be detail-oriented
- Possess written communications skills

Preferred qualifications:

- Previous work with LGBTQ student populations
• Familiarity with Microsoft Office and Survey Monkey

Working at the Office of LGBT Life helps prepare students for positions in non-profit, academic and corporate environments, including diversity offices, public relations, marketing, journalism, and community/governmental environments.

The pay rate for this position starts at $7.50/hour and increases based on experience and qualifications. If you are interested or want more information, please contact Danielle M. Steele at dmsteel@emory.edu.

Learning Outcomes

• Identify latest and most useful resources for LGBTQ students
• Describe ways in which Emory community members can become involved with the LGBTQ communities at Emory and/or the Office of LGBT Life
• Identify resources available to LGBTQ students at Emory
• Solve office-related problems or concerns when professional staff are unavailable
• Support fellow office assistants and work as part of a team
• Construct and maintain databases