## Metropolitan State University

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Equal Opportunity &amp; Diversity Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Work Study, General Office Assistant</td>
</tr>
<tr>
<td><strong>Supervisor’s Name</strong></td>
<td>Craig Morris</td>
</tr>
<tr>
<td><strong>Number of Vacancies</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Work Schedule</strong></td>
<td>4 hr. Shifts M-F between 8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td><strong>Hours per week</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Employment: Begin Date</strong></td>
<td>As soon as possible</td>
</tr>
<tr>
<td><strong>Pay Rate</strong></td>
<td>Level A: $9.00 starting wage, $9.18 after 300 hours worked, $9.36 after 800 hours worked</td>
</tr>
<tr>
<td></td>
<td>Level B: $9.55 starting wage, $9.74 after 300 hours worked, $9.93 after 800 hours worked</td>
</tr>
<tr>
<td></td>
<td>Level C: $10.38 starting wage, $10.80 after 300 hours worked, $11.22 after 800 hours worked</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Please use email contact: <a href="mailto:eo.diversity@metrostate.edu">eo.diversity@metrostate.edu</a></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
<td>Work Study Only, All Students May Apply, Graduate Students Only</td>
</tr>
<tr>
<td><strong>Job Qualifications and Experience</strong></td>
<td>Proficient typing skills and knowledge of Microsoft software. Knowledge of Excel is a must in this position. Effective use the internet for research proposes. Proficient in MS Office (additional software knowledge a plus). Ability to solve problems as they occur. Ability to communicate effectively with staff and students and maintain a respectful work environment. Ability to work under pressure and handle multiple tasks and adapt to a fast paced environment. Ability to grasp new concepts. Have an understanding of the Minnesota Data Privacy Act and FERPA. Ability to serve customers that are in stressful situations.</td>
</tr>
<tr>
<td><strong>Major Job Duties</strong></td>
<td>1. Provide support to the Equal Opportunity and Diversity Office, data entry, purchasing online office supplies, and scanning confidential documents into a PDF format. 2. Answering phones, taking messages, and providing basic customer service for internal and external clientele. 3. Receive and/or distribute confidential or sensitive materials. 4. Prepare internal and external mailings. 5. Maintain/update Excel database of all applicants for university unclassified position. 6. Assist with monthly 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education Policy and Procedure training.</td>
</tr>
<tr>
<td><strong>Best way to apply</strong></td>
<td>Email to <a href="mailto:eo.diversity@metrostate.edu">eo.diversity@metrostate.edu</a>. Please include a resume.</td>
</tr>
</tbody>
</table>