School of Environmental Sustainability

Front Desk Student Worker

Seeking an office assistant with good interpersonal skills to handle these and other duties:

- Address visitor/student inquiries in a polite and timely manner and needs and provide an overall welcoming environment.
- Answer and route calls in a professional manner
- Keep the reception area neat and safe
- Fill the copy machine with paper regularly and make copies
- Sort mail and distribute to appropriate faculty and staff
- Assist in compiling data for class meetings and office hours
- Occasionally assist in setting up receptions for department events
- Create event flyers and post them as needed
- Keep inventory of supplies and desk copies
- Perform ad hoc administrative duties
- Knowledge of Word and Excel is a plus

Position details:

- Federal Work Study students only
- 10 hours/week – hours flexible based on class schedule
- $15/hour
- Start Date: 8/30/2021 or ASAP
- Position is for the entire academic year

Please email Stephanie DeCaluwe (sdecaluwe@luc.edu) with questions.