Job Title: Fraternity and Sorority Leadership Development Student Staff
Category: Office, Administrative & Customer Support
Departments/Offices: Office for Fraternity and Sorority Leadership Development
Veterans Resource Center
Campus/Location: University Park Campus
Days/Hours: 5 days/-up to 20 hrs (when USC classes are in session)
Description: The Office for Fraternity and Sorority Leadership Development (FSLD) is seeking a Student Office Assistant to join a collaborative and dynamic team for the Fall 2016 Semester with the potential to continue through the 2016-2017 academic year.
Responsibilities: 
• Greet students, faculty, professional staff, administrators and visitors; direct to appropriate location or person
• Distribute, explain and/or collect forms, pamphlets or other informational documents
• Open/close the office suite
• Maintain office organization and run general errands
• Accept deliveries, sort and distribute incoming mail for the suite
• Answer and route incoming telephone calls
• Provide general and specialized information about the University, FSLD and the VRC to students, faculty, professional staff and visitors
• Draft and edit correspondences
• Maintain confidentiality
• Research and data collection
• Perform other related duties as assigned
Qualifications: 
• Current USC student enrolled in classes for the Fall 2016 semester
• Excellent customer service and communication skills
• Experience using productivity software such as Microsoft Office Suite
• Strong organizational and interpersonal skills
• Ability to analyze and solve problems
• Ability to work independently
• Attention to detail
• Commitment and interest in serving in a key support role
• General familiarity with USC and campus resources
• Creative interest in communications desired
How to Apply: Email resume and application to uscfsl@usc.edu