

## Fraternity and Sorority Leadership Development Student Staff Application

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:	<ul style="list-style-type: none"><li>• Greet students, faculty, professional staff, administrators and visitors; direct to appropriate location or person</li><li>• Distribute, explain and/or collect forms, pamphlets or other informational documents</li><li>• Open/close the office suite</li><li>• Maintain office organization and run general errands</li><li>• Accept deliveries, sort and distribute incoming mail for the suite</li><li>• Answer and route incoming telephone calls</li><li>• Provide general and specialized information about the University, FSLD and the VRC to students, faculty, professional staff and visitors</li><li>• Draft and edit correspondences</li><li>• Maintain confidentiality</li><li>• Research and data collection</li><li>• Perform other related duties as assigned</li></ul>
Qualifications:	<ul style="list-style-type: none"><li>• Current USC student enrolled in classes for the Fall 2016 semester</li><li>• Excellent customer service and communication skills</li><li>• Experience using productivity software such as Microsoft Office Suite</li><li>• Strong organizational and interpersonal skills</li><li>• Ability to analyze and solve problems</li><li>• Ability to work independently</li><li>• Attention to detail</li><li>• Commitment and interest in serving in a key support role</li><li>• General familiarity with USC and campus resources</li><li>• Creative interest in communications desired</li></ul>
How to Apply:	Email resume and application to <a href="mailto:uscfsld@usc.edu">uscfsld@usc.edu</a>