

JOB TITLE Office Assistant

AGENCY Acme Widget Corporation

JOB LOCATION

SUPERVISOR NAME Barbara Johnson

Acme Widget Corporation Headquarters
123 St. Charles Ave. Suite 101
New Orleans, LA 70118

EMAIL Babs@acme.org

PHONE (504) 864-7915

SPECIFIC DUTIES

Describe the activities and responsibilities of the student, being as detailed as possible.

- General office work, including filing, copying, typing, pickup and drop off of mail and packages, answering phones, greeting visitors, recycling, etc.)
- Research daily for articles on the topics of race, poverty, migration, and widgets
- Keep the Acme Facebook page and Twitter feed up to date with current news and events
- Keep the waiting area neat and organized
- Assist staff with annual events, such as Widget Awareness Day (November 3rd)
- Occasionally assist with off-site events

PRE-EMPLOYMENT TRAINING AND ORIENTATION

Describe the training and orientation that will be provided to the student.

Student must undergo a criminal background check (Acme will cover the cost). The student will be oriented to the office during the first work shift. Training for all necessary tasks (such as research assignments) will be ongoing.

REQUIRED QUALIFICATIONS

May include coursework, skills, previous experience, transportation, etc.

- Access to reliable transportation (public transit does not serve the work site)
- Previous experience with, or a strong interest in, the topics of race, poverty, migration, and widgets
- Strong oral and written communications skills
- Basic knowledge of computers and office technology
- Basic Internet research skills
- Familiarity with social media
- Occasional availability on nights and weekends (once or twice per semester)

SUPERVISION PROVIDED

Describe how the student will be supervised during work hours.

The student will report directly to the Office Manager, who works for Acme on a full-time basis.