Cinema Studies Program

Student Office Assistant
Job Description

The Student Assistant supports the staff and faculty in the general operation of the Cinema Studies office. This position is to be supervised by the Office Coordinator.

POSITION OUTLINE

• Hours for fall term are approximately 5-10 per week. The person in this position will fill in during fall term and work more hours (approximately 10-12 hours) in subsequent terms.
• Enrolled full-time (12 Credits) at the University of Oregon
• Minimum cumulative GPA required: 2.75

Required Experience:
• Demonstrated experience working independently with minimal supervision.
• Strong writing and verbal skills
• Strong attention to detail
• Familiarity with PC and Mac computers and a typing speed of at least 45 wpm
• Six months of customer service background

Preferred Experience:
• Prior office or clerical experience
• Experience using Microsoft Office (Word, Excel)
• Eligibility for work-study

RESPONSIBILITIES

General Office
1. Duties include, but are not limited to, checking for mail in McKenzie and the library, answering the office phone, updating bulletin boards and managing office video screen, preparing materials for mailing, online research, updating faculty teaching schedule document each term, organization and inventory of office supplies and swag, and weekly recycling and clean-up of office.
2. Assist with Cinema Studies events, including announcements to specified classes, distribution of posters on and off campus, distribution of table tents at the EMU, assistance on day of events, updating scrapbook, and archiving posters.
3. Assist with greeting visitors and logging in students for academic advising in the Cinema Studies office. Occasional lab tours for prospective students. Periodically search online for student internship postings and perform other research for Student Services Assistant Director.
4. Other duties, projects, and general support of the office as assigned.

Video Collection
1. Assist the Media Coordinator in managing the Cinema Studies film collection for faculty and staff.
2. Record and label incoming films through the online internet database; prepare receipts for scanning.
3. Shelve, pull, and deliver DVDs to faculty through campus mail or in-person delivery.
4. Process incoming magazines/books and deliver to Cinema Studies lab library; periodically add older magazines to archive.
5. Additional projects can include, but are not limited to, updating the DVD inventory on an annual basis, online database updates, monthly reconciliation of purchases to be approved by Media Coordinator, etc.