

**B R Y N M A W R**  
***Civic Engagement Office***  
**Office Assistant Job Description and Application**

Your completed application is due in the Civic Engagement Office no later than 5:00 pm on Friday, February 3, 2006. Please attach a copy of your current weekly schedule between the hours of 9:30 am & 5:30 pm.

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Name: \_\_\_\_\_ Class: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Cell Phone : \_\_\_\_\_ Box #: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*\* I have Federal Work-Study as part of my financial aid package: \_\_\_\_\_ Yes \_\_\_\_\_ No

**JOB DESCRIPTION:**

Civic Engagement Office Assistants help support the development, administration, and evaluation of programs that connect Bryn Mawr students to the community. Office Assistants are paid an hourly rate of \$ 7.10, and work between 2 and 10 hours per week. Office Assistants perform a variety of tasks including:

- Covering the reception desk
- Database entry
- Maintaining office bulletin boards
- Photocopying
- Making and posting signs for events
- Filing
- Mailbox stuffing
- Running errands
- Helping to maintain the office listserv, resource library, and web page
- Answering phones, taking messages
- Replying to email from community members/organizations seeking volunteers
- Assisting with the organization and coordination of program events

**QUALIFICATIONS:**

Strong speaking and writing skills; computer experience, particularly skills related to navigating web-based resources; an interest in, commitment to, and knowledge of community service, activism, or social advocacy; and good organizational skills are required. Artistic ability or creativity is also helpful. The Civic Engagement Office values diversity and seeks talented students from diverse backgrounds.

**APPLICATION:**

- 1) Aside from academic work, what other commitments do you expect to have this semester?
- 2) Please describe why you want to work for the Civic Engagement Office. Briefly describe any relevant experience you have had, paid or unpaid. Be sure to include the name of each organization, your responsibilities, the dates you worked with that organization, and your weekly time commitment. Feel free to add any additional talents, abilities, or interests you have which might enrich the Community Service Office.
- 3) Please list two references we may call who can attest to your abilities, skills, and experience (at least one should be a Bryn Mawr staff person, i.e. your dean, a faculty member or a work supervisor).

Name	Relationship	Phone	Email
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