UV Lab Monitor/Office Assistant
Position Description

**Primary Duties**
- Opening & Closing the University Villages Community Center
- Talk with tenants and provide assistance with general UV questions, saving to flash drives, printing and other computer related issues
- Instruct students on how to use UMoney to print
- Assist in table setup and supervision of events scheduled at the Community Center
- Keeping the Community Center in good order
- Assist in the University Village Office as needed with filing, sorting, answering phones and other general office tasks.

**Hours**
- 15-20 hours per week
- Shifts begin at 12:00 pm and end at 6:00 pm weekdays or 9:00 pm Saturdays

**Compensation**
- State minimum hourly wage

**Minimum Qualifications**
- 2.25 GPA
- Ability to work variable hours, primarily late evening hours
- Be a full-time student (during the academic year; not required to be in classes during the summer)
- Be in good conduct standing with the University
- Some computer experience or knowledge is required
- Some office experience or knowledge is desired
- Ability to interact with a diverse population of tenants in a professional manor is required
- Ability to work with minimal supervision while maintaining a high standard of quality and ethics is required