**CIDP GA Office Assistant Job Description**

**Career Fair / Community Service**

- Search for more organizations and update contact list for Career Fair
- Help with preparations needed for career fair
- Collecting data and project design
- Help with class preparations
- Organizing and cleaning office (dusting, vacuuming, etc.)
- Decorating office for different seasons
- Help plan special office/department events
- Keep track of MSCID student birthdays and prep cards for signatures

**Miscellaneous Tasks**

- Work at the front desk
- Answer phone calls / take messages
- Answering people’s questions and requests as they visit the CIDP Office
- Check with Admin Assistant and Program Director to see if there is anything urgent
- More tasks might be assigned

**Expected Hours**

- Up to 10 per week as needed

**Your Responsibilities**

- Give reports of what you have accomplished each day you have worked.
- Communicate with Program Director and Admin Assistant when you can’t make it in for work.