

# 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.