The NSO Office Assistant position assist in the day-to-day operations of the New Student Orientation office by providing excellent Roadrunner Service to students and their families. NSO Office Assistants will answer phone calls, work with student records, and assist in the orientation session registration process. In addition, NSO Office Assistants will work with the administrative responsibilities for orientation sessions including rosters, evaluations, and other projects. NSO Office Assistants are leaders for the university and will work to help create positive relationships with students, faculty and staff towards the orientation and pre-enrollment process. Qualified applicants are currently enrolled MSU Denver students in good academic and judicial standing with the university.

Office Duties:
- Provide excellent customer service to potential MSU Denver students and their families
- Provide support to orientation programs with administrative duties
- Create a welcoming environment in the orientation office through customer service
- Assist students in the registration process for orientation sessions
- Enter session evaluation data into database system
- Screen orientation session participants
- Make phone calls to students regarding participation in orientation sessions
- Become knowledgeable about MSU Denver services and make appropriate referrals
- Learn Banner student information system and accurately navigate information
- Provide information about the pre-enrollment process
- Create and edit Word documents and PowerPoint presentations
- Work New Student Convocation or any program sponsored by New Student Orientation.
- Other duties as assigned

Qualifications:
- A current MSU Denver student
- Hold a grade point average of 2.5 at the time of hire and maintain that level while employed within the office
- Ability to relate well with students, parents, faculty, and administrators
- Have an interest in helping students, faculty, staff, and families navigate the University
- Demonstrate excellent communication skills over the phone and in person
- Demonstrate exceptional multi-tasking and organizational skills
- Make effective and responsible time management decisions with work and school commitments
- Be an effective and productive team member
- Show a commitment to diversity and learning
- Be in good disciplinary standing with the University
- Prefer students with work study funds, but not required
- Prefer other involvement on campus, but not required

Compensation:
- $9.50 per hour for 15- 20 hours a week during Academic year and up to 40 hours during the summer
- Leadership development opportunities
- Free MSU Denver gear
- Opportunity to work with a diverse group of students, faculty, and staff
- Some meals provided on orientation session days

Applications and references must be submitted by March 3rd, 2017.

1. NSO Office Assistant Application
   http://tinyurl.com/NSOofficeassistantapplication

2. Two reference forms to be completed online at
   http://tinyurl.com/OAReference2017

Those hired for the position will start immediately and continue through the summer, with an option to return to the position for the 2016 – 2017 academic year.