

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Office Assistance- Saint Leo University
CONTACT PERSON: Rick Wild
PHONE 666-3221
WORK LOCATION: Education Office
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Assist the staff coordinator with typing
2. Assist with answering the telephone
3. Assist with receiving clients
4. Mail correspondence
5. Filing
6. Ordering supplies
7. College related duties and functions as necessary

SPECIAL REQUIREMENTS:

1. Working knowledge of computers (Microsoft, Word, Excel, PowerPoint)
2. Customer relations
3. Exceptional telephone skills.

TRAINING:

1. Will train volunteer on office operations
2. One-on-one instruction from St. Leo Staff

Signature of Volunteer

Date

Signature of Supervisor

Date