



FEMALE LEADERSHIP & MENTORING PROGRAM

Job Title: Office Assistant

About us:

The Lead Female Leadership & Mentoring Program offers female-identifying students access to inclusive and holistic academic support, mentoring, Leadership development, and community engagement opportunities.

Lead is a Female Leadership and Mentoring Program, which seeks to improve access, retention, and completion of underrepresented female-identifying students at STCC. It engages students in educational, cultural, and civic engagement opportunities, all while building strong personal and professional networks. Lead promotes Leadership, self-advocacy, and self-development.

Position Description Overview:

We are seeking a motivated and detail-oriented student to join our team as a Student Office Assistant through our work-study program. This role provides an excellent opportunity to gain practical experience in office administration while supporting our efforts to promote The Lead Program. The Office Assistant will assist in executing various administrative tasks including welcoming visitors, managing check-in and check-out processes, supporting recruitment efforts, maintaining cleanliness, monitoring supplies, and aiding in communication efforts. Additionally, the assistant will provide support during events by assisting with logistics, participant registration, and ensuring smooth event operations.

Responsibilities:

Including but not limited to

- Welcome visitors and provide them with information about the Lead Program
- Manage check-in and check-out processes for visitors and participants
- Assist in recruitment efforts by distributing promotional materials and answering inquiries
- Maintain cleanliness and organization of the office space
- Monitor and replenish office supplies as needed
- Aid in communication efforts by responding to phone calls in a professional manner
- Communicate with office staff and the Administrative Assistant to ensure smooth operations
- Assist with events logistics, including setting up and breaking down event space

- Assist students with basic ARIES and Blackboard navigation, while providing guidance and information on college resources and support services.
- Schedule appointments with office staff for students and visitors
- Collect and distribute mail from the mailroom
- Participate in internal and external events in order to promote the program.

Qualifications:

- Enrolled at least Part-Time (6 Credits or More)
- A cumulative GPA of at least 2.5
- Work-Study Eligible
- Be an active participant in the Lead Program or demonstrate a willingness to join and participate.
- Availability to attend and support all major Lead program events and activities.
- Willingness to learn and take initiative in improving office processes and support tasks

Compensation & Work Hours:

- Hourly Rate: \$15.00
- Schedule: Minimum of 7.5 hours and a maximum of 12 hours per week, Monday through Friday, between 8:00 AM and 5:00 PM. Hours will be determined in accordance with the student's work-study packet, and the supervisor will collaborate with the student to establish a schedule that accommodates both parties.