Messina Office Assistant

About Messina:

Messina is Loyola's new first-year program that serves as the foundation of a first year student's journey at Loyola— a journey enriched both by small, seminar-style classes and by experiences that transcend the four walls of a classroom. With the guidance and support of experienced faculty, administrators and fellow students, Messina prepares students for the academic challenges of college while easing that transition and encouraging students to embrace their role as active participants in the Loyola community.

Position Overview:

The student work study will provide clerical and research support to Messina office administrators and staff. The student should be open to working in a diverse and inclusive environment that embraces the Jesuit mission of the University.

Tasks include:

- Answering phones and greeting visitors.
- Regularly complete Microsoft Excel and Word projects
- Participate in research projects
- Prepare and set-up for programs, workshops and activities associated with Messina
- Distribute and create publicity for Messina

Requirements:

- Proficiency in Microsoft programs, such as Word, Excel and Outlook.
- Exceptional telephone skills and oral communication skills.
- Ability to maintain confidentiality and adhere to Loyola reporting guidelines for student employees.
- Perform duties with discretion and maturity.
- Good writing skills.
- Ability to work independently on assigned projects.
- Ability to work professionally with faculty, administrators and students.