



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Summer Office Worker

Classification: Non-exempt; full time, temporary seasonal

Reports To: Director of Financial Aid

Job Summary/Objective: Support the Office of Financial Aid with administrative tasks, project support, event planning, and general clerical work.

Position Type/Expected Work Hours: Full time, Monday through Friday 8:30 – 5:00 pm. This is a seasonal position, expected to run from May 14, 2018 to August 15, 2018.

Essential Responsibilities:

- Clerical and administrative support duties
- Directing visitors, answering phones, filing, typing, running errands, data entry and other assigned tasks
- May assist with special projects or events as needed

Required Qualifications:

- Preference given to current Sweet Briar College students
- Excellent customer service skills
- Must be dependable and extremely detail oriented
- Ability to work with highly confidential and sensitive information
- Proficient with Microsoft Office suite and general computer skills such as email, Excel, etc.

Preferred Qualifications:

- Previous administrative or office support experience

Work Environment: Office environment, primarily indoors.

Physical Demands: Extended periods of sitting/standing may be required. Extensive computer work is required. Ability to lift 20+ lbs.

Travel: n/a

Deadline for Submission: April 30, 2018

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a **Sweet Briar College employment application**, cover letter, résumé and three professional references to finidasst@sbc.edu.