



# University Village

## Front Office Student Assistant

### Job Opening



The University Village Family Housing office is located at 1125 Jackson Street in Albany. The Front Office Student Assistant is responsible for clerical and administrative duties such as greeting customers, answering walk-in and phone inquiries, data entry and various project based tasks. We are looking for an undergraduate or graduate student in good standing with the university who can work up to 20 hours per week during the summer months. Position will extend with reduced hours during the fall and spring semesters. This position is subject to a criminal background check and is a CANRA mandated reporter. Pay rate is \$12.53/hr.



For more information or to apply contact: [jlerickson@berkeley.edu](mailto:jlerickson@berkeley.edu)

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