Position: Staff Assistant II
School/Unit: Faculty of Arts and Sciences
Location: USA - MA - Cambridge
Time Status: Full-time

Schedule:
This is a seasonal position running from mid-August to mid-June. The weekly schedule is Monday – Friday, 8:30AM to 4:30PM but the candidate must be able to work early/late hours on occasion as required by the EALC schedules and other events.

Department: East Asian Languages and Civilizations
Salary Grade: 051
Union: 55 - Hvd Union Cler & Tech Workers

Duties & Responsibilities:
The EALC Program Assistant supports the administrative operations and communication initiatives in three offices of the Department of East Asian Languages and Civilizations (EALC): the language program (EALP), the undergraduate program (EALP), and the main EALC office. Operational support duties vary by location but may include answering in-person, emailed, and telephone inquiries; distributing mail; photocopying; maintaining office files; managing printers and supplies; assisting with AV/media needs and triaging computer issues; data entry; preparation of mailings; addressing building and classroom issues; and supporting program event planning and logistics.

Working as part of a team and under the supervision of the initiating office, the Program Assistant also assists with preparation and dissemination of departmental content via program newsletters, social media, and program websites; and proofreading or editing occasional correspondence or reports. The position provides the opportunity to develop skills in the production of short videos promoting the program. Additional tasks as required.

Basic Qualifications:
College background, one to two years' office work experience, and proficiency with MS Office (MS Word, Excel, and PowerPoint), Twitter, and Facebook (pages and groups) required.

Additional Qualifications:
Bachelor's degree preferred. The successful candidate must be proactive, detail-oriented, and highly organized, with the ability to prioritize work in order to manage a variety of time-sensitive activities simultaneously. The position requires working both independently and as part of a team, and thus flexibility, accountability, and follow-through are all essential. Strong interpersonal skills are important, as the candidate must be able to communicate effectively and professionally with faculty, students, and department visitors. Excellent written and verbal communication skills. Knowledge of advanced MS Office skills and PhotoShop and/or graphic design applications strongly preferred. Background and/or an interest in East Asian languages and civilizations, and experience in or willingness to learn video production (shooting and editing) are plusses.

Additional Information:
This is a full-time academic-year (10-month) position, running from mid-August to mid-June. The position schedule is Monday – Friday, 8:30AM to 4:30PM but the candidate must be able to work early/late hours on occasion as required by the EALC schedules and other events.

Pre-Employment Screening:
Identity
EEO Statement:
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.