Student Employment in the Leadership and Service Center

The Leadership and Service Center offers students a multitude of ways for students to get involved as well as various opportunities for employment. The center offers two main roles for student employees: Administrative Assistants who help with the day-to-day operations of the center and Leos who are front line staff greeting visitors and engaging with them to offer any needed assistance. While specific duties are outlined below, for any role, we are looking for students who are outgoing, have good customer service skills, and are enthusiastic about helping others. Compensation for these roles is $8.00hr. Evening and weekend work is required and applicants must be full-time students in good academic standing. Work study is preferred but not required.

Administrative Assistant Duties and Responsibilities
1. Disseminate up-to-date and accurate information concerning events, activities, and services. Exhibit general knowledge of USC and Student Life.
2. Perform duties related to the Leadership and Service Center: customer service, answering phone calls, making copies, and assisting full-time staff members.
3. Keep Leadership and Service Center clean and neat.
4. Be aware of procedural changes and/or new happenings.
5. Treat all patrons courteously and with respect.
6. Exhibit sensitivity to situations with visitors that may require further assistance from staff.
7. Attend required training sessions and staff meetings.
8. Always be willing to learn.
9. Arrive to work promptly and carry yourself professionally during work hours.
10. Assist with special projects as needed.

Leo Duties and Responsibilities
1. Disseminate up-to-date and accurate information concerning events, activities, and services. Exhibit general knowledge of USC and Student Life.
2. Greet guests and engage in conversations to determine how to best assist them.
3. Understand how to utilize technology in the center as needed.
5. Be aware of procedural changes and/or new happenings.
6. Treat all patrons courteously and with respect.
7. Exhibit sensitivity to situations with visitors that may require further assistance from staff.
8. Attend required training sessions and staff meetings.
9. Always be willing to learn.
10. Arrive to work promptly and carry yourself professionally during work hours.
11. Assist with special projects as needed.

Qualifications Required
1. Reliability and strong customer service skills
2. Must excel at trying new things and taking initiative
3. Creativity and inventiveness
4. Ability to operate calmly and efficiently in a face-paced office

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