



ILLINOIS

HOUSING INFORMATION OFFICE STUDENT OFFICE ASSISTANT POSITION

100 CLARK HALL 1203 S. FOURTH STREET CHAMPAIGN , ILLINOIS

MARCH 1-APRIL 3, 2017

The Housing Information Office (HIO)

A vital part of HIO daily operations is providing professional front line customer service for housing related inquiries including application, meal plans, tours etc. via email, phone, and walk in visits.

The Student Office Assistant offers

Daily interactions with prospective and current Illini students & parents

Training in answering multi phone lines, distributing mail, record keeping and handling confidential information

Experience working in an office setting, problem solving and fact finding

Opportunities to provide residential hall tours, public speaking at campus outreach events

Exposure with the sales and marketing strategy of housing and meal plan options

We are accepting
resumes for
Summer 2017 and the
2017-2018 Academic
Year.

Deadline is April 3rd,
2017



To Apply:

complete the cover sheet and
submit your resume to

Email: housing@illinois.edu or

In-Person:

Housing Information Office

located at 100 Clark Hall

**cover sheets are available at HIO*