

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Art and Art History

DATE: August 29, 2011

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Administrative Assistant

JOB FUNCTION:

The office assistant provides clerical support for the Department of Art & Art History

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	Percentage of Time	Frequency	Description
1.	50%	Ongoing	Answering the phone, making photocopies, filing.
2.	20%	Ongoing	Update mailing lists, type departmental notices, and assist with records maintenance.
3.	20%	Ongoing	Perform other duties as requested by the Art Department.
4.	10%	Ongoing	Provide information and assistance to visitors, students, staff, and faculty.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to use a photocopier, Microsoft Excel, and Microsoft Word.
2. Ability to type a minimum of 40 wpm.
3. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
4. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.