

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Arts Administration

DATE: August 18, 2014

SCHEDULE: Flexible

FLSA: Non-exempt

REPORTING SUPERVISOR: Arts Administration Coordinator

JOB FUNCTION:

Assists the Arts Administration Department by performing various tasks such as making copies, answering phones, hanging-up signs, running on-campus errands, sorting mail, filing and other jobs involved in the everyday operation of an office.

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

	<i>of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	60%	Often	Performing various jobs such as filing, answering phone, copying, other small tasks.
2.	20%	As Needed	Running errands on campus such as collecting or delivering mail, hanging posters.
3.	10%	As Needed	Organize packets, create flyers, and other office tasks.
4.	10%	As Needed	Maintain database.

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 copy machine.
2. Basic understanding of word, excel, and powerpoint.
3. Attention to detail in order to maintain accurate files.
4. Ability to communicate effectively to students and staff in person and on phone.
5. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
6. Must have completed a FAFSA form (Financial Aid) for the current academic year.

PHYSICAL REQUIREMENTS:

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, and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK CONDITIONS:

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. The individual must be able to walk up flights of stairs on a regular basis. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear, and occasionally exposed to outside weather conditions.

