

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Housing Office Assistant

DEPARTMENT: Housing

DATE: November 4, 2009

SCHEDULE: Flexible, 8 – 20 hours per week

REPORTING SUPERVISOR: Housing Coordinator

FLSA: Non-exempt

JOB FUNCTION: To support and assist the Housing Coordinator in all activities related to Housing and Student Life.

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.

<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1. 70%	Ongoing	General clerical duties (e.g., welcoming students, parents, and visitors to office, answering phone and making phone calls to students and parents, data entry into iSeries, responding to emails, proofreading, photocopying, maintaining files, processing information of a confidential nature, and operating all office machines).
2. 20%	As Needed	Verify condition of residential rooms and apartments prior to move-in and facilitate room check and inventories upon move-out.
5. 10%	As Needed	Provide administrative support to other areas of student life.

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. Knowledgeable of modern office procedures, practices, methods, and equipment including, but not limited to, telephone, fax, scanner, printer, and copier machines.
2. Attention to detail for preparing and maintaining accurate reports, providing and accepting accurate information.
3. Ability to effectively respond to requests and accurately communicate information regarding campus events from faculty, staff, students, and the general public.
4. Ability to comprehend information and data in order to prepare reports, correspondence and manage information (hard copy and on the computer).
5. Ability to use a computer and associated software applications, specifically Microsoft Office (including Word, Excel, Outlook, Access and iSeries software).
6. Ability to effectively communicate information, in both written and oral form.
7. Ability to concentrate and follow specific guidelines to accurately key in and update database computer systems.
8. Ability to solve problems and think critically and independently for organizing and completing workload.
9. Ability to understand instructions for interpreting policies and procedures, preparing reports, and communicating instructions.
10. Good memory skills for recalling dates, people, events, and records in order to retrieve information for reports and files.
11. Ability to deal with stressful situations in a calm and methodical manner.
12. Ability to establish and maintain effective working relationships with students, members of the Drury community, visitors, and the general public.
15. Ability to lift, bend and squat in order to assist in set-ups and preparation of campus events, move equipment, and perform job duties.
16. Ability to accept responsibility for the security of equipment, supplies and keys.

17. Ability to use a dolly to move appliances.
18. Ability to see in order to read instructions.
19. Ability to hear to respond to alarms and radio communications for security purposes.
20. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
21. Prefer a student who has resided in Drury campus housing for at least one semester.
22. Must be willing to work the weekends of December and May graduation.. Prefer a student who can also work during breaks, including summers, and can participate in campus events like Discover Drury Day, Freshmen Registration and Orientation.

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 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 walk, stand, sit, talk, hear, and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand or climb. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.