

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Counseling, Testing, Disability Support Services

DATE: 8/1/2015

SCHEDULE: Flexible, 10 hours per week

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director

JOB FUNCTION:

Provide assistance and support to administrative office staff by performing general as well as specific clerical and office duties.

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.	40%	Ongoing	General clerical duties (e.g., answering phone and routing calls, filing, copying various materials, and operating all office machines; maintaining files and processing information of a confidential nature).
2.	20%	Ongoing	Provides information and assistance to visitors, students, staff, and faculty.
3.	20%	Ongoing	Prepares documents on the computer to include flyers, informational pieces, educational handouts, spreadsheets, etc.
4.	10%	Ongoing	Assists with office projects and special events as directed by supervisor.
5.	5%	Ongoing	Proofreads and edits documents.
6.	5%	As Needed	May administer tests to students with disabilities or act as a reader or tutor for students during the year.

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 basic office machines such as copy machine, calculator, fax machine, etc.
2. Ability to use computer E-mail, graphic and spreadsheet software applications.
3. Requires a positive attitude about Drury University both in the office and when representing Drury to alumni.
4. Ability to pay attention to details and concentrate to ensure accuracy of information.
5. Good interpersonal skills, ability to interact professionally and communicate effectively with many different groups, i.e. faculty, staff, students, vendors, etc.
6. Ability to greet visitors in a friendly, professional manner.
7. **Valuing and upholding the strictest of confidentiality is a must.**
8. Ability to conduct business over the phone in a friendly, professional manner.
9. Ability to maintain a professional appearance.
10. Ability to prioritize tasks and adapt as situation demands.
11. Ability to remain calm under stress and meet deadlines.
12. Ability to work independently and to organize tasks.
13. Ability to set goals and complete assignments in a timely manner.
14. Ability to think logically in problem solving.
15. Possess enthusiasm for learning new technologies.
16. Domestic students must have a current FAFSA on file with Financial Aid.
17. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.

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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. 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 sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Note: Must be work study eligible. Position begins August 2010.