

## ***DRURY UNIVERSITY JOB DESCRIPTION***

**JOB TITLE:** Office Assistant

**DEPARTMENT:** Middle East Studies Program

**DATE:** August 1, 2013

**SCHEDULE:** 2 days/week; 2-4 hours/week

**REPORTING SUPERVISOR:** Director of Middle East Studies

**JOB FUNCTION:** Assist the Middle East Studies Program by performing various tasks such as making copies, hanging up signs, filing, assisting in planning Middle East Studies events.

### ***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% | often     | making photocopies                        |
| 2. 25% | As needed | filing, hanging up signs on campus events |
| 3. 25% | As needed | assist in planning events                 |

### ***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. Attention to detail in maintaining files
3. Ability to communicate effectively to students and staff in person and on phone
4. Ability to conduct web-based research
5. Must be a regular, full time day school student, enrolled in at least 12 hours per semester
6. Must have a completed 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, talk and hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 10 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 three flights of stairs on a regular basis. While performing the duties of this job, the employee is required to stand, walk, and talk or hear, and occasionally exposed to outside weather conditions.