

DRURY UNIVERSITY JOB DESCRIPTION

Fall 2014

JOB TITLE: Office Assistant

DEPARTMENT: Admission

DATE: August 2017

SCHEDULE: M/W/F Available hours between 8:00am-1:00pm
T/TH Available hours between 9:00am-4pm

FLSA: Non-Exempt

REPORTING SUPERVISORS: Office Coordinator

JOB FUNCTION:

Office Assistant will work in the Admission Office with prospective students by assisting with Campus Experiences.

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.	85%	Daily	Correspond with prospective students, send post cards, confirm campus experience appointments, assemble informational packets, etc.
2.	10%	Daily	Give walking /golf cart tours of the campus which are factual, informative, and fun.
3.	5%	Daily	Help as needed in the Admission Office

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. Extensive knowledge of Drury's history, facilities, academic programs, extra-curricular activities, and services.
2. Ability to effectively communicate in both written and oral forms.
3. Positive, honest, and enthusiastic attitude is needed to convey Drury in an attractive manner.
4. Knowledge of Springfield and Ozarks area attraction and events, and neighborhood characteristics.
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.
7. Must be responsible, dependable, and must have a professional appearance.

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. The employee must be able to work in an environment in which several tasks are being performed at the same time. Tasks are frequently interrupted.

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 walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; climb; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision.