

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Career Planning & Development

DATE: April 2018

SCHEDULE: A set schedule by semester of approximately 8-14 hours per week between the hours of 8am and 5pm, M-F.

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director, Career Planning & Development

JOB FUNCTION: Provides customer service and orientation to career services and resources, and performs clerical tasks. May assist in specific areas such as public relations and event planning, database projects, social media, and editing resumes depending on applicants' interests, abilities and office needs.

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 duties as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	35%	Daily	Provide customer service and orientation to career services and resources such as career assessments, website, resumes, internships, job listings, graduate school, and programming. Be a positive and professional representative for the CP&D office and events.
2.	30%	Daily	Answer phone, schedule appointments, maintain job listings.
3.	20%	Daily	Assist with specific functional areas such as public relations and event planning, database projects, social media, or editing resumes.
4.	10%	Daily	Perform general clerical work such as computer work, filing, and copying.
5.	5%	Monthly	Attend meetings with CP&D staff members and special events as needed.

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 abilities deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess excellent interpersonal communication skills in order to assist visitors and callers.
2. Must possess a general clerical and technical work aptitude.
3. Knowledge of the Internet.
4. Knowledge of Microsoft Word and database entry.
5. Must be able to work at least 10 hours per week.
6. Must be able to work in at least 2-hour blocks of time.
7. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
8. Must have completed a FAFSA form (Financial Aid) for the current academic year.
9. Ability to solve problems and think critically and independently.
10. Ability to work independently with limited supervision.

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 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 talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.