

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Community Outreach Assistant

DEPARTMENT: Community Outreach and Leadership Development

DATE: September, 2017

SCHEDULE: Flexible, 5-20 hours per week

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Community Outreach and Leadership Development

JOB FUNCTION:

Assist the Community Outreach and Leadership Development office with organizing and implementing outreach projects and events, managing the community partner data base, and advertising events and projects of the office to the Drury community.

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.	30%	Ongoing	Assist with implementing all office sponsored events, projects, and programming.
2.	30%	Ongoing	Manage and create content for the website, blog, and social media. Assist in managing the community partner database and service opportunity software.
3.	25%	Ongoing	General clerical duties and event and programming preparation (e.g., copying materials, organizing, filing and keeping spreadsheets, processing information, answering phone and routing calls, operating all office machines, and other duties as assigned)
4.	15%	Ongoing	Assist with advertising events and projects to the Drury community.

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. Excellent writing, grammar, spelling and punctuation skills for preparing blog content, correspondence, reports, and announcements.
2. Comfortable with computers and basic website design (no coding skills required).
3. Ability to make deliveries and copies, pick-up and deliver the mail, and use the copy machine.
4. Ability to use e-mail and spreadsheet computer software (Excel and Word).
5. Ability to operate a telephone to answer and route calls.
6. Ability to maintain manual and computerized filing systems.
7. Attention to detail for preparing and maintaining files, providing and accepting accurate information and routing calls.
8. Ability to concentrate, as most of the duties involve proofreading and providing information.
9. Ability to maintain confidential information, such as events and conversations.
10. Good memory skills for recalling dates, people, events, and records in order to retrieve information for reports and files.
11. Interpersonal skills for assisting faculty, staff, students, applicants and other visitors.
12. Ability to organize and prioritize workload efficiently and in a timely manner in order to complete job responsibilities.
13. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
14. Must have completed a FAFSA form (Financial Aid) for the current academic year.

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.