

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Education

DATE: August 2013

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Administrative Assistant II

JOB FUNCTION:

Assists Administrative Assistant II in general reception 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. | 25% | Ongoing | Assists the faculty in the preparation of materials related to their instructional duties. Prepares tests, photocopies, transparencies for presentations, and organizes materials for faculty. Ability to keep information confidential as in tests and student records is a must. |
| 2. | 10% | Ongoing | Assists with the School Development Program, including assistance with Boyd students when visiting campus for P.E. activities, and computer lab activities. |
| 3. | 20% | Ongoing | Greets appointments, maintains office calendar, Director's calendar, takes phone messages for department, and answers the Education Department main phone line. |
| 4. | 10% | Ongoing | Assists faculty with errands on campus, as in petty cash, deposits, picks up transcripts from registrar's office and the archives in the Olin Library. |
| 5. | 10% | Ongoing | Sorts and distributes incoming mail. Distributes and sends faxes. |
| 6. | 5% | Ongoing | Maintains copier, loads paper, toner. |
| 7. | 5% | Semester | Mails Master in Education schedules to prospective students in the Springfield Public Schools – Assists secretary in bulk mailing of the schedules. |
| 8. | 5% | Ongoing | Maintains a filing system of course materials for faculty on computer, disk, and manually. |
| 9. | 3% | Ongoing | Gives prospective student's tours of campus and/or Education Department. |
| 10. | 2% | Ongoing | Maintains five (5) bulletin boards in Lay Hall. Posts bulletins, keeps the announcements up-to-date, and maintains bulletin boards in an attractive manner. |
| 11. | 2% | Ongoing | Prepares certificates for Kappa Delta Pi Honor society initiates. |
| 12. | 3% | Semester | Tallies and prepares a report of cooperating teacher evaluations and university supervisor evaluations for each student teacher. |

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. Prefer an Education major.
2. Must be at least a sophomore.
3. Ability to type, answer phones, and send faxes.
4. Ability to use Mac and IBM.
5. Ability to sort and distribute mail.
6. Ability to use a copy machine.
7. Ability to walk across campus.
8. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
9. 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 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 sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.