

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Passport & Awards Assistant

DEPARTMENT: Student Activities

DATE: August 2016

SCHEDULE: Flexible, 10 hours per week

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Greek Life & Student Activities

JOB FUNCTION:

Provide assistance and support to administrative office staff by performing general as well as specific clerical and office duties. Works with Student Activities staff to provide a safe, fun activity-based experience for students involved.

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.

STANDARD REQUIREMENTS:

- *Must be available for weekly team meetings*

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	50%	Ongoing	Develop management of Panther Passport activities along with the Student Activities Coordinator and Director of Greek Life & Student Activities. Update the new Passport App with student organization's events. Ensure that all details are correct on each event so that students have valid information on the Passport events on campus.
2.	25%	Ongoing	Help plan all aspects of the Drury Awards system, including the Monthly Spotlight Awards and the Drury University Awards. Keep track of applications and submissions for all awards that are offered during the school year. Help plan all aspects of the end of the year awards ceremony in conjunction with the Student Activities Office and Office of the President.
3.	10%	Ongoing	Assist in recruiting new and incoming students for participation in Student Activities by preparing items for, training helpers or attending University events and admissions visit days to promote the Student Activities Office. Assist Student Activities Staff in attending informational events and distributing recruiting materials.
4.	10%	Ongoing	General clerical duties (e.g., answering phone and routing calls, filing, copying various materials, and operating all office machines; maintaining files and processing information of a confidential nature).
5.	5%	Ongoing	Provides information and assistance to visitors, students, staff, and faculty. Provide opportunities for faculty, staff and students to be involved in campus activities.

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 professional interpersonal and customer service skills.
2. Ability to use effective written and verbal communication skills.
3. Ability to use basic office machines, basic computer programs, email/social media/website, and spreadsheet computer software.
4. Ability to organize and prioritize workload efficiently and in a timely manner in order to complete job responsibilities.
5. Must be a regular, full-time day school student, enrolled in at least 12 hours of class per semester.
6. 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; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.