

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Scanner/Office Assistant

DEPARTMENT: Development and Alumni Relations

DATE: September, 2008

SCHEDULE: Flexible, 10-15 hours per week;

FLSA: Non-exempt

REPORTING SUPERVISORS: Director of Donor Research & Information

JOB FUNCTION:

Supports the Alumni Relations and Development staff with varied functions of scanning and records management.

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 accommodations.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	80%	Ongoing	Use the iSeries 400 to scan documents into optical storage for archival. Use RVI software to search for alumni/donor information, and compare documents to database information for accuracy. Enter new records for alumni/donor into RVI indexing system if no previous record exists. Use scanner and RVI software to scan documents and for archival into RVI indexing system.
5.	20%	Ongoing	Assists with other office projects as directed by supervisor.

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 concentrate and attention to details.
2. Ability to use an IBM computer system, personal computer, e-mail, Microsoft Word and Excel or spreadsheet are necessary in order to type and update information. Must also be able to use laser and contact printers.
3. Ability to solve problems and think critically and independently for organizing and completing workload.
4. Excellent interpersonal skills are necessary for communicating effectively within the offices as well as with students and alumni.
5. Ability to understand and interpret instructions to accurately complete work independently.
6. Ability to meet deadlines and stressful situations in a calm, orderly and accurate manner.
7. Ability to set goals, prioritize, and organize tasks and workload in order to complete assignments in a timely manner.
8. Ability to be dependable and responsible to assigned projects.
9. Ability to use a photocopier and paper folder for preparing documents and mass mailings.
10. Must maintain a positive attitude about Drury University when in the office and representing Drury outside the office.
11. Appropriate dress is required.
12. Ability to handle confidential material a must.
13. Ability to do routine clerical work such as typing, filing, answering the phone, etc.
14. Ability to provide extreme attention to detail, accuracy, tolerance for repetitive tasks, and self-motivation.
15. Able to work independently without close supervision.

16. Must be a full time day school student with a current FAFSA on file in Financial Aid.
17. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
18. 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. The noise level in the work environment is usually very quiet.

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 walk, sit, talk, hear, and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand or climb. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.