

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Student Office Assistant

DEPARTMENT: Breech School of Business Administration

DATE: December 15, 2017

SCHEDULE: Monday-Friday, 10 hrs/wk, Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Breech Office Coordinator

JOB FUNCTION:

Assist the Breech faculty and staff by performing various clerical and office tasks.

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

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	30%	Daily	Make copies, run errands, sort incoming mail and put in appropriate mailboxes, take outgoing mail to Carbon Copy, answer telephone, restock paper supply in copier and printers.
2.	25%	Ongoing	Assist with clerical office work such as typing, filing, data entry, etc. Monitor supplies and submit reorder list to supervisor weekly.
3.	15%	Ongoing	Provide assistance with Internet research, library searches, e-reserves for faculty, etc.
4.	15%	Ongoing	Special projects as assigned to provide assistance to faculty or staff.
5.	10%	Ongoing	Compile and maintain files of articles for faculty.
6.	5%	Ongoing	Maintain posters and publicity; keep bulletin boards current.

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 computer, copier and other office equipment.
2. Must have knowledge of Microsoft Office 2007, Web browsers, and the ability to learn other software as needed.
3. Ability to accurately type information and proofread own work.
4. Ability to follow directions, be detail-oriented, work independently, and adhere to departmental policies and guidelines.
5. Ability to maintain confidentiality, act with integrity, be punctual and dependable.
6. Ability to answer phones and greet visitors.
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.

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. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

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 moderate.

