

# DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Student Organizations Office 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 groups, tracking and record-keeping, and organization skills by overseeing the Student Organization Renewal process and records, improve upon event-planning and leadership through organizing and facilitating regular training programs and workshops for Student Organizations, establish survey and record-keeping through maintaining and improving relevant forms and documents for student groups, create/prepare materials for events, and work regularly with co-workers in Student Activities and the Student Organization Leadership Team to accomplish tasks.
2.	25%	Ongoing	Assist in maintaining and content writing for Student Organizations websites, demonstrate program and writing skill through working with Student Organization members to update manuals and documents, evaluate response data and work with a "client" to document and deliver assessments and feedback, use time-management and communication abilities to create event calendars and distribute student involvement information. Make recommendations from findings to improve support operations and programs of the Student Activities Office.
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.