DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Administrative Services

DATE: February 2, 2016

SCHEDULE: Part-time, 10 hours/wk, Flexible hours

FLSA: Non-Exempt

REPORTING SUPERVISOR: Executive Assistant

JOB FUNCTION:
Provides assistance and support to administrative office staff by performing general, as well as specific, office and clerical 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.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1. 30%</td>
<td>Ongoing</td>
<td>Enters and maintains event data in online calendar system; obtains necessary setup information from event clients; assists with event coordination filing and correspondence; spot checks event spaces and ensures that they are prepared for tours and events (requires occasional light housekeeping (vacuuming, dusting, wiping, watering plants, etc.)).</td>
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<tr>
<td>2. 20%</td>
<td>Ongoing</td>
<td>Assists event coordinator with setup and maintenance of websites and social media for event venues.</td>
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<tr>
<td>3. 15%</td>
<td>Ongoing</td>
<td>General office duties (e.g., runs occasional interoffice errands, scans and copies, performs light housekeeping (vacuums, dusts, wipes, waters plants, etc.), and operates all office machines).</td>
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<tr>
<td>4. 15%</td>
<td>Ongoing</td>
<td>Processes University credit card statements; assists with filing of credit card statements; assists with storage and disposal of old statements in Financial Services storage area.</td>
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<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Scans contracts and file documents for electronic storage; assists with electronic file maintenance.</td>
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<tr>
<td>6. 5%</td>
<td>Ongoing</td>
<td>Maintains office filing.</td>
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<tr>
<td>7. 5%</td>
<td>Ongoing</td>
<td>Maintains inventory system.</td>
</tr>
</tbody>
</table>

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 basic office machines (e.g., copier, calculator, scanner, etc.).
2. Ability to use computer for general data entry.
3. Ability to use Microsoft Word and Excel.
4. Ability to use/learn social media applications.
5. Ability to use effective written and verbal communication skills.
6. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
7. 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 sit and talk or hear. The employee is occasionally required to stand, walk, stoop, and reach with hands and arms. The employee is occasionally required to stand; climb; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision.