

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Architecture

DATE: August 9, 2019

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Administrative Assistant

JOB FUNCTION:

Provides assistance and support to administrative office staff by performing general as well as specific clerical/office 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.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	35%	Ongoing	Uses computer programs to prepare letters, handbooks, and other documents including designing, formatting and proofreading copy. Photocopies materials and uses facsimile, and binder machine upon request.
2.	15%	Ongoing	Assumes responsibility for general clerical and receptionist duties to provide office coverage when office personnel is out of the office (e.g., answering phone and routing calls; assisting incoming people).
3.	15%	Ongoing	Responsible for AIA document orders and AIA meeting preparations.
4.	10%	Ongoing	Performs specialized duties as requested by members of the office staff.
5.	5%	Ongoing	Provides information and assistance to visitors, students, staff, and faculty as needed.
6.	5%	Ongoing	Acts as courier between architecture and various other departments on campus.
7.	5%	Ongoing	Assists with preparation for special department events and activities.
8.	5%	Ongoing	Performs computer and other office equipment trouble-shooting duties to assist office staff.
9.	1%	Ongoing	Operates digital camera for archival and documentation purposes.
10.	1%	Ongoing	Maintains student printer by inserting paper and toner, emptying cash box, and rolling coins.
11.	1%	Ongoing	Maintains petty cash by receiving, recording, and distributing change for a variety of machines and department use.
12.	1%	Ongoing	Maintains and catalogs equipment for student and faculty use in resource room.
13.	1%	Ongoing	Posts information, job opportunities and other items as requested throughout the building.

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. Three to six hours of college business courses or equivalent work experience.
2. Ability to count and record money accurately.
3. Ability to use office machines such as typewriter, copy machine, calculating machine, fax machine, binder, etc.
4. Ability to use computers and software such as Word, Quicken, Excel, Windows, PageMaker, etc.
5. Ability to operate a digital camera.
6. Ability to work independently.
7. Ability to get along well with students, faculty and the public.
8. Dependable, confidential, and eye for detail.

9. Uses good judgment.
10. Conducts oneself in a professional manner.
11. Minimum of 15 hours in college credit.
12. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
13. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

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; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to 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 25 pounds. Specific vision abilities required by this job include close vision.

PHYSICAL REQUIREMENTS:

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.