

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Student Office Assistant

DEPARTMENT: Political Science and International Affairs

DATE: November 27, 2017

SCHEDULE: Flexible

FLSA: Non-exempt

REPORTING SUPERVISOR: Department Chair

JOB FUNCTION:

Assists the Political Science office by performing various tasks such as making copies, scanning, updating websites, hanging-up signs, delivering on campus, general office tasks. Work assignments at the discretion of the Chair.

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.	30%	As Needed	Post around campus upcoming events, deliver, assist departments at Chair's discretion.
2.	40%	As Needed	Make photocopies, scans, spreadsheets, shred documents, update website.
3.	30%	As Needed	Perform various office jobs such as filing, general clean up, handling mail, other office tasks.

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 a copy machine, computer, Microsoft software.
2. Attention to detail, multi-task.
3. Ability to communicate effectively to faculty, students, and staff in person and on phone.
4. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
5. 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. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit. 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 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 individual must be able to walk up three flights of stairs on a regular basis. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear, and occasionally exposed to outside weather conditions. No shorts worn during working hours.