

DRURY UNIVERSITY JOB DESCRIPTION
(WORK STUDY ONLY)

JOB TITLE: Music Office Student Assistant

DEPARTMENT: Music

DATE: August 5, 2013

SCHEDULE: Hours determined/set as needed by department

REPORTING SUPERVISOR: Music Department Administrative Assistant

JOB FUNCTION: To assist in the office as needed with 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.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	65%	On going	Assist with clerical duties as assigned by the secretary. These include using computer applications Word, Excel and mail merge. Assist with mailings, copying, on-campus errands, and work with databases.
2.	35%	on going	Filing of and organizing music

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. Must perform work accurately and have excellent proofreading skills.
2. Ability to work independently is a self-starter.
3. Knowledge of general clerical and technical skills.
4. Ability to focus on work in a busy atmosphere.
5. Knowledge of computer software for word processing and Excel program.
6. Knowledge of the Internet.
7. Must have completed a FAFSA form (Financial Aid) for the current academic year.
8. Maintain good attendance
9. Must be able to run campus errands.
10. Have professional phone manner and in working with those coming into the office.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The office is usually busy and the noise level can be moderate to high.

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 talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop or kneel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.