

## **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Office Assistant

**DEPARTMENT:** Residence Life

**DATE:** Summer 2019

**SCHEDULE:** Flexible, 5-10 hours/week

**REPORTING SUPERVISOR:** Director of Residence Life

**FLSA:** Non-Exempt

### **JOB FUNCTION:**

Provide assistance and support to administrative office staff by performing general as well as specific clerical and 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.	25%	Ongoing	Assist the Residence Life Department as needed with general office work, including filing, copying, entering data, mail pick-up and delivery. Assists with specific projects as needed.
2.	20%	Ongoing	Employ keen observation skills to verify condition of residential rooms and apartments during year-end check-outs/inventories, and learn to communicate check-out expectations & repercussions to peers in a direct, tactful manner.
3.	20%	Ongoing	Supports educational and social programming by organizing equipment, supplies, and general event planning and promotion.
3.	15%	Ongoing	Assists with office projects and programming as needed.
4.	10%	Ongoing	General clerical duties (e.g., answering phone and routing calls, filing, copying, operating office machines, maintaining files, and processing information (some confidential in nature).
5.	10%	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 basic office machines such as typewriter, copy machine, calculating machine, fax machine, etc...
2. Ability to use computers and common office software programs.
3. Ability to use E-mail, graphic and spreadsheet computer software.
4. Ability to use effective written and verbal communication skills.
5. Must be a regular, full-time day school student, enrolled in at least 12 hours 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 10 pounds. Specific vision abilities required by this job include close vision.