Office Assistant - Job Code 208
Department: Provost Office

Basic Function:

Responsibilities and Authority: 1.) Receiving all mail from outside mail carrier and doing initial sort. 2.) Receiving and maintaining a log of all external packages received from outside package delivery carriers. Includes coordinating with reception area personnel for package sign-out by recipients. 3.) Sorting outside mail into specific employee/departmental mailboxes in the Administration Building, Field Academic Hall mailroom and the CFA Fine Arts office. 4.) Sorting internal office mail by building and delivering with outside mail to respective areas. Special note: On holidays when no outside mail is expected or on particularly slow mail/package delivery days, the Mail Delivery Person may be asked to perform a limited number of duties as listed in the job description for typical part-time employees in the Academic Dean’s office (see below).

JOB DESCRIPTION FOR PART-TIME EMPLOYEES IN ACADEMIC DEAN’S OFFICE Employees in the Academic Dean’s Office will perform a variety of secretarial tasks including general typing, coping, filing, etc. Specific duties include, but are not limited to, the following: 1. Help prepare mass mailings. 2. Tabulating and typing written responses for student evaluations of instruction, copying, compiled results for instructors and division chairs, and filing originals. 3. Assist in maintenance of faculty personnel folders (i.e.- pursuing mandatory materials, filing updated materials, shredding inactive folders, etc.) 4. Sort faculty/office mail as needed. 5. Assist in processing materials from applicants for faculty positions as needed. 6. Assist with updating faculty information on computer as needed. 7. General copying and paperwork processing. 8. Check in and file course syllabi on computer. This person will report directly to the Administrative Assistant to the Provost and will work closely and take direction from the Provost Office Assistant.

Performance Measurement Criteria: 1.) Employees should present an appropriate and professional appearance (no shorts, worn jeans, T-shirts, etc.). Shoes are to be worn at all times. 2.) Employees are expected to work the hours scheduled unless advance notice is given. Exceptions will be made in the case of illness or other extenuating circumstances. 3.) Excessive absence or tardiness may result in termination. 4.) Employees are expected to act in a professional manner in the office. Socializing with friends while working is not considered acceptable behavior. 5.) Much of the information handled in the Academic Dean’s Office is sensitive and confidential in nature, and is not to be discussed outside the office. 6.) The photocopier in the Dean’s Office is not for student use. Students who wish to make copies should be directed to the library. 7.) Office telephones are not for employees’ or students’ personal use, except in case of a verifiable emergency. 8.) Employees are expected to maintain an accurate record of hours worked on their timesheets. 9.) Gum chewing and snacking are not permitted while working in the office.

Minimum Requirements: Excellent Communication Skills, telephone skills, and computer skills. Conscientious, detailed and a hard worker.

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