

JOB TITLE: Office Assistant - Student Worker **FLSA:** Non-Exempt
DEPARTMENT: Purchasing **STATUS:** Part-Time
LOCATION: Main Campus - Union **LEVEL:** Student Worker
REPORTS TO: Purchasing Manager **DATE:** 09/06/2019

SUMMARY: provide assistance in the Purchasing department, spreadsheet data entry, asset tagging and inventory, filing and various projects.

ESSENTIAL TASKS: *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

Percentage of Time Frequency Description:

1. 30% Assist the purchasing manager with tracking down assets and updating spreadsheet.
2. 30% Spreadsheet data entry for verification W-9's.
3. 20% Scan bid files, label and file digitally.
4. 10% Maintain purchase order files and discard files older than 5 years.
5. 10% Various other projects as assigned within the Finance & Administration offices.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of computer software, such as Microsoft Excel & Word, Acrobat and Colleague.
2. Must be detailed oriented and organized.
3. Must have good personal skills.
4. Must possess a general clerical and technical work aptitude.
5. Knowledge of general research on the internet.
6. Must be able to lift boxes a minimum of 20 pounds.
7. Must be able to walk, use stairs and maneuver heavy objects.
8. Must be able to work at least 10 hours per week on a set schedule.

QUALIFICATION REQUIREMENTS: *Must be a student enrolled in at least 6 hours per semester. Must have a completed FAFSA form for the current academic year.*

COMMUNICATION SKILLS: Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to accurately perform mathematical calculations; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

KNOWLEDGE, SKILLS AND ABILITIES:

College: Ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices;

Departmental: Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to read and interpret departmental documents.

EQUIPMENT AND SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job. The employee is regularly required to use hands for fine manipulation using a keyboard and mouse, handle or feel and reach with hands; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS: None

POSITIONS SUPERVISED: None

DISCLAIMER: *student worker and supervisor will agree upon a work schedule that does not conflict with the student's class schedule. If there are times the student is working when they would normally have class, there should be documentation on file to explain (perhaps class was cancelled). Students NEVER work in an unsupervised environment. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*