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| JOB TITLE: | Office Assistant - Student Worker | FLSA: Non-Exempt |
| DEPARTMENT: | ECC – Union/Rolla | STATUS: Part-Time |
| LOCATION: | ECC – Union/Rolla | LEVEL: Student Worker |
| REPORTS TO: | Program Assistant, Nursing & Allied Health | DATE: 11/2018; 11/22 |

SUMMARY: Provide assistance with the day-to-day office administrative and laboratory tasks.

QUALIFICATION REQUIREMENTS: *Must be a full-time student enrolled in at least 6 credit hours per semester; Must have a completed FAFSA form for the current academic year to be cleared for the maximum hours of work at 19.75. Financial Aid determines eligibility and informs the student if they qualify for the work study program.*

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. 40% Assist with general office administrative work through filing/creating labels for files and hanging folders or by answering the phone. In addition to utilizing Microsoft computerized software and having basic typing skills.
2. 30% Collaborate with faculty & staff with various tasks as well as the ability to run errands across campus.
3. 15% Maintain semester updates to the Nursing, EMT, and MDA laboratory inventories.
4. 10% Regularly launder and clean lab equipment and mannequins.
5. 5% Ensure laboratories are fully supplied with glove boxes, hand sanitizer etc.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must possess a strong background with organization and general clerical and technical work aptitude.
2. Enjoy working with a variety of faculty, staff, and students.
3. Must possess excellent interpersonal communication skills to assist students, staff, faculty, visitors and callers.
4. Must possess the ability to use discretion regarding student information disseminated in department.
5. Knowledge of basic computer skills and typing on a keyboard.
6. Knowledge of Microsoft Software Applications (Word, Excel, PowerPoint, Teams) for word processing and database entry.
7. Must be able to use copier and scanner.
8. Must be able to work at least 15 hours per week.

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.

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.

DEPARTMENTAL: Knowledge of departmental 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/360, Outlook, 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 **50** pounds. Some campus/ student activities also may require students to be on-the-go or on their feet for multiple hours per day. 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 and sometimes outdoors depending on the campus activity. The noise level in the work environment is usually moderate.

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.

ADDITIONAL REQUIREMENTS: Dress Code – Business casual

POSITIONS SUPERVISED: None

Notice of Non-Discrimination:

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.

Inquiries related to employment practices may be directed to Wendy Hartmann, Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or hrnotice@eastcentral.edu.

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Vice President of Student Development, 124 Buescher Hall, 636-584-6565 or stnotice@eastcentral.edu. Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084

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.*