

## POSITION DESCRIPTION

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**TITLE: Office Associate I – Counseling Services (Part-time, Contingent)  
10-month position (August 1 through May 31)**

**Collective Bargaining – Contingent - Not Eligible**  
**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

Performs a variety of routine duties, such as record keeping and administrative detail, and follow-up functions to assist the Director/Department Head and department staff in implementing departmental programs. May act as secretary to an academic division. Must be well organized and possess good secretarial skills. Receives general supervision and exercises considerable discretion and judgement in all work areas. May handle confidential and sensitive issues.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Drafts and prepares letters, reports, memoranda, materials, etc., some of which may be of a confidential or sensitive in nature or for the signature of the department head.
- Communicates with other staff, faculty, administrators, and the general public in person, by telephone or through written correspondence.
- May assist in preparing and maintaining department budgets.
- Arranges and coordinates conferences and committee meetings as directed.
- Opens, sorts, and routes mail. May sign in behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.
- Receives, screens, places, and directs both incoming and outgoing telephone calls.
- Prepares purchase orders, orders supplies and equipment, and maintains office inventory.
- May attend meetings and take minutes when requested.
- Maintains appointment calendar and makes travel arrangements as necessary.

### **Addendum – Counseling Services**

- Manages scheduling systems.
- Responds to student requests.

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- Schedules counseling appointments.
- Handles and maintains confidential information.

**MINIMUM QUALIFICATIONS:**

- Education: High School Diploma or GED equivalency with successful completion of courses in typing/word processing (minimum speed of 40 correct wpm), data entry, Dbase, spreadsheets, and microcomputer systems. Strong verbal and written communications skills. Good organizational skills.
- Working knowledge of modern office practices and procedures, business English, spelling, good grammar and arithmetic, and of standard record maintenance procedures. Working knowledge of various computer software packages, i.e., word processing, spreadsheet applications, and data base management.
- Experience: At least three years of full-time employment in the secretarial/administration field.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.