

## POSITION DESCRIPTION

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**TITLE: Office Associate I - Student Activities - (Contingent)**

**Collective Bargaining – Ineligible - Contingent**

**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 meeting 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:**

- Provides accurate answers to requests for information made by students, staff, faculty, community members and the general public over the phone and in person at the Package & Info Center.
- Provides phone coverage for the Office of Student Activities and Orientation as needed.

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- Participates in all training sessions.
- Receives and responds to mail returned to the Package & Information Center.
- Distributes and receives various forms and applications upon request.
- Accepts lost and found items, and determines appropriate action.
- Coordinates schedules and trains Campus Center Assistants.
- Maintains the College Operator phone line.
- Accepts and records receipt of flowers and perishable packages for students, and contact recipient.
- Performs all steps to assure the smooth and efficient functioning of the Package & Information Center.
- Receives Packages: This includes marking and storing the packages, generating and printing the manifest, and contacting the recipients.
- Distributes Packages: This includes locating the package and securing ID and signature for the release of the package.
- Emails students' reminders to pick up packages that have been at the Package & Information Center for longer than two weeks.
- Receives and logs mailbox keys and club room keys returned.
- Maintains the Summer Mail list for students staying on campus.
- Files, copies, and completes general office duties for the Office of Student Activities.
- Must be able to lift at least twenty-five (25) pounds.

**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.