

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

**UAW INTERNAL POSTING ONLY
02/13/2012 TO 02/17/2012**

Job Title: OFFICE & ACCOUNT ASSISTANT (N6)
Department: J. ROBERT VAN PELT LIBRARY
Hourly Rate: MINIMUM \$12.65 - MAXIMUM \$16.20
Supervisor: UNIVERSITY LIBRARIAN AND DIRECTOR

SUMMARY: Provide office management, including financial and human resources support, to the Van Pelt and Opie Library and assist in communication processes and scheduling supporting the library organization's team in the delivery of outstanding service to students, faculty, staff, and the community; contribute to the overall smooth operations of a service environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide support for University Librarian, financial managers and department heads for library, gift funds, and sponsored award budgets including close monitoring of expenditures; generate routine and ad-hoc reports; and provide support for budget planning processes.
- Utilize word processing and spreadsheet software to create and prepare correspondence, forms, reports, procedures and budgets.
- Utilize Banner to monitor accounts and process billings.
- Organize departmental or individual purchase requests, process purchase requisitions, inter-account bills, check requests and invoices.
- Organize and maintain office and personnel files.
- Welcome and accurately assist all persons contacting the administrative staff in a friendly and helpful manner; respond to routine and non-routine inquiries by providing information or making effective referrals in response to current library or Michigan Tech programs and services; track inquiries to assure effective and timely responses.
- Assist University Librarian and other members of the administrative team in the daily operations of the library organization; contribute to effective communication with other partner groups residing in the Van Pelt and Opie Library; and participate in proactive outreach to students, faculty, staff and departments including Human Resources and Accounting.
- Maintain calendar of the University Librarian and other members of the administrative office; maintain calendar of library operations and events; generate routine reports of building events and activities.
- Monitor and maintain a calendar of service use data from multiple areas of the organization; compile and prepare statistical reports for administration and national organizations.
- Arrange travel and lodging accommodations for library staff.
- Support new employee hiring processes, including coordination of student assistant hiring and placement; coordinate new employee and student assistant orientation with library departments.
- In consort with library departments, assure timeliness of payroll processing through Web time entry; serve as proxy as assigned.
- Coordinate and schedule workshops and meetings, including registration and arranging refreshments, prepare reminders and track action items from meetings.
- Serve as a liaison to the Friends of the Van Pelt Library, faculty and student advisory groups and manage communications to these groups and to non-library groups residing in the Van Pelt and Opie Library building.
- Create or coordinate publications including print or Web-based announcements, brochures, signs, forms, banners and lists using graphics software.
- Participate on the Library Disaster Management Planning Committee, Events Committee and other teams.

SUPERVISORY RESPONSIBILITIES:

Functional supervision may be exercised over student assistants.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

- High school diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Four years office/clerical experience.
- Four years experience using word processing and spreadsheet software.

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Experience using advanced functions of word processing applications such as utilizing columns or tables, sorting, mail merge and creating macros.

Experience using advanced features of spreadsheet applications such as creating macros, using cell range names or using the file extraction/combine feature.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Outstanding interpersonal, customer service, and oral and written communication skills.

Demonstrated ability to track and monitor expenditures and financial information.

Demonstrated ability to communicate effectively with diverse students, faculty and staff.

Demonstrated ability to work, communicate and interact with a diverse customer base and colleagues.

Demonstrated knowledge of proper grammar, spelling and punctuation.

Demonstrated ability to work accurately with numbers and strong attention to detail.

Demonstrated ability to independently organize and prioritize work assignments and take initiative to solve problems to meet deadlines in a complex work environment.

Willingness to learn new software or systems (e.g., Web content management systems and wikis).

OTHER SKILLS AND ABILITIES:

DESIRABLE:

Demonstrated ability to use sound judgment when dealing with confidential information.

Demonstrated ability to learn new computer skills.

Demonstrated flexibility and ability to occasionally work under short deadlines.

Demonstrated ability to work effectively with frequent and multiple interruptions.

Experience with Web development or Web software (e.g., content management systems).

LANGUAGE SKILLS:

Ability to read and interpret documents such as procedures and policies; safety rules; operating and maintenance instructions; ability to write routine correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit. The employee is frequently required to interact on the telephone and through a keyboard. The employee is expected to have specific vision abilities including close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is usually moderate; employee work space is situated in an open office area.