

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: OFFICE ASSISTANT 3
Department: CENTER FOR TEACHING, LEARNING, AND
FACULTY DEVELOPMENT
(Regular, full-time, ten month position)
Hourly Rate: MINIMUM \$10.30 – MAXIMUM \$13.50
Exempt (Y/N): NO
Supervisor: ASSOCIATE DIRECTOR, CTLFD

**UAW INTERNAL
AND EXTERNAL
POSTING
12/07/11 TO 12/14/11**

SUMMARY: Support the clerical functions of the Center for Teaching, Learning, and Faculty Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
Assist with faculty evaluation system including collecting, sorting, and distributing the evaluation forms.
Assist with New Faculty and GTA orientation programs including duplication of materials, room arrangements and refreshments.
Assist with special projects, functions, and events.
Schedule and administer SPEAK tests for international graduate students.
Compose routine correspondence and perform a variety of basic data entry or word processing tasks.
Effectively coordinate meeting times and places, including arranging for rooms, equipment, refreshments, etc.
Answer routine questions or provide information on established departmental programs or services.
Maintain resource library database.
Greet and assist customers in a friendly, courteous manner.
Receive, screen, and route telephone calls.
Maintain departmental and conference room calendars.
Order and maintain office supply inventory.
Receive and route mail and assist with mass mailings.
Maintain office files and records.
Maintain departmental copier, printer, and other office equipment; assist with photocopying needs of the department.

SUPERVISORY RESPONSIBILITIES:

None.

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.
One year secretarial/clerical experience.
One year experience using personal computers and basic software packages including word processing and mail merge.

DESIRABLE:

Course work or training in office skills.
Knowledge of MS Word, MS Excel, MS Access, and Meeting Maker software.
Familiarity with the Internet.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Excellent interpersonal, customer service, and written/oral communication skills.
Demonstrated ability to use judgment when dealing with confidential information.
Demonstrated knowledge of proper grammar, spelling and punctuation.
Demonstrated ability to independently organize and prioritize work assignments.

OFFICE ASSISTANT 3 – CENTER FOR TEACHING, LEARNING, AND FACULTY DEVELOPMENT

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to effectively present information in one-on-one situations to customers, clients, and other employees of the organization.

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, oral, or diagram form. Ability to deal with problems in standardized situations.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee is regularly required to sit; talk or hear; and use hands to finger, handle or feel an object; and reach with hands and arms.

Specific vision abilities required by this job include distance and color vision and the ability to adjust focus.

The employee is occasionally required to lift up to 25 pounds.

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.

While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.