

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: OFFICE ASSISTANT 5
Department: MICHIGAN TECH TRANSPORTATION
INSTITUTE (MTTI) – Center for Technology
& Training (CTT)
Hourly Rate: MINIMUM \$11.94– MAXIMUM \$15.30
(External candidate will receive the minimum hourly rate)
Exempt (Y/N): NO
Supervisor: Sr. Project Manager, Training & Operations

UAW INTERNAL AND
EXTERNAL POSTING
01/16/2012 TO 01/23/2012
POSITION DURATION
DEPENDENT UPON
EXTERNAL FUNDING

SUMMARY: Independently handle all of the office activities using judgment on matters involving established policies and procedures. Relieve manager of clerical duties and responsibility.

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

Assist in coordinating daily activities of the Center for Technology & Training.

Maintain complex employee schedules and time records for multiple research contracts.

Reconcile account statements for multiple research contracts.

Maintain complex database system to track clients, services, videotapes, publications and related requests; troubleshoot and test usability of software developed in the CTT.

Travel to workshop sites and assist with on site operations.

Maintain and process purchase orders, billings, and account information utilizing spreadsheet software.

Interact with external agencies and serve as liaison to various groups.

Create and develop filing systems, account monitoring systems, and databases.

Prepare workshop notebook material for workshops and conferences.

Coordinate travel and accommodation arrangements.

Manage petty cash and credit card account.

Greet and assist customers in a friendly, courteous manner; provide information on various programs, products, and services; initiate/respond to technical assistance requirements.

Understand and use advanced features of word processing software.

Understand and operate personal computers, operating system directories, files, and printers.

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.

Three years office/clerical experience.

Three years experience using personal computers and basic software packages.

Experience using advanced features of word processing and spreadsheet/database software.

Budget/bookkeeping experience.

OFFICE ASSISTANT 5
MICHIGAN TECH TRANSPORTATION INSTITUTE (MTTI) - Center for Technology & Training (CTT)

OTHER SKILLS AND ABILITIES:

REQUIRED:

Excellent interpersonal, customer service, and oral/written communication skills.
Demonstrated ability to independently organize and prioritize work assignments.
Demonstrated ability to use judgment when dealing with confidential information.
Demonstrated ability to take the initiative to solve problems.
Demonstrated ability to work well with individuals external to the department.
Demonstrated knowledge of proper grammar, spelling and punctuation.
Possess a valid Michigan driver's license and meet Michigan Tech University's vehicle use requirements.
Demonstrated willingness and ability to travel. Off-site work may be of extended duration (up to a week at a time and may require work on Saturdays and Sundays).
Demonstrated willingness and ability to work flexible and extended hours.

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 climb or balance; stoop, kneel, crouch or crawl. The employee is frequently required to stand and walk; and reach with hands and arms. The employee is regularly required to sit; talk or hear; and use hands to finger, handle or feel an object.

The employee must regularly lift and/or move up to 50 pounds.

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 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 is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.