

Bowie State University Federal College Work-Study Position Description

Title: Office Assistant

Department: BSHS

Department Approval By: Victoria Kelly

Date: 09/13/2021

REPORTS TO: Victoria Kelly

PURPOSE: We are looking for a student to perform various clerical tasks to support our offices. You will undertake a variety of activities in the office ranging from filing and answering the phone to basic bookkeeping.

An effective student worker has the ability to work diligently to help maintain smooth office operations. You must be reliable and hardworking with great communication skills.

DUTIES & RESPONSIBILITIES:

- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Perform other office duties as assigned

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of office devices and processes
- Knowledge of MS Office
- Excellent communication skills
- Good organizational and multi-tasking abilities

MINIMUM TRAINING & EXPERIENCE:

CONDITIONS OF EMPLOYMENT: