

Bowie State University Federal College Work-Study Position Description

Title: Office Assistant

Department: Office of Residence Life

Department Approval By: Dr. Demetrius Johnson, Vice President for Student Affairs

Date: 9/10/2020

REPORTS TO:

Robert Anthony Alicea, Assistant Director of Resident and Staff Initiatives

PURPOSE:

This person will assist the office in completing administrative tasks which will allow for the members of the office to channel their focus into furthering the strategic plan of the department and university. The person who fills this role will also be trained and gain experience in an office setting completing tasks, setting and accomplishing goals, as well as learn independence when managing projects.

DUTIES & RESPONSIBILITIES:

The Office of Residence Life is seeking someone to assist in perfecting the administrative tasks associated with the housing, the programming, and student conduct management. The person who takes this role must be dedicated to the community, organized and prompt with task completion, maintain confidential documents, and excel in communication.

- *File documents with folders*
- *Scan paper documents into digital folders*
- *Upload data to various web-based systems*
- *Answer phone calls with good customer service*
- *Sit at Front Desk of Residence Halls as needed to oversee building visitation process*
- *Answer some of the Frequently Asked Questions pertaining to the University and Housing*
- *Take initiative to complete tasks and find efficient ways to do so*
- *Accompany supervisor to meetings to gain knowledge on how to develop the department*
- *Use creativity to generate documents, posters, and advertisements for departmental events, programs, and initiatives*
- *Work well with others and able to follow directions*

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Work well with others in taking directives, asking questions when uncertain, and establishing working guidelines
2. Process paperwork, knowledge of filing systems
3. Have a basis of understanding within the technological tasks of typing, scanning, creating and saving documents
4. Familiar with using Microsoft Office Suite, Microsoft Forms, and web browsers
5. Understand the importance of sensitive information
6. Be flexible within the work day to complete various small assignments

MINIMUM TRAINING & EXPERIENCE:

Previous office work preferred

CONDITIONS OF EMPLOYMENT:

Must maintain a minimum 2.5 Grade Point Average, be in good judicial standing with the University, must provide excellence customer service