

Bowie State University Federal College Work-Study Position Description

Title: Virtual Office Assistant

Department: Language, Literature & Cultural Studies

Department Approval by:

Date:

REPORTS TO: Administrative Assistant and Chair for the Department of Language, Literature & Cultural Studies.

PURPOSE: The Virtual Office Assistant will be responsible for various clerical support tasks. For this role, an Internet connection and webcam are required, along with experience using communication tools like Microsoft Teams, Skype, Zoom, OneDrive, Microsoft Editor.

DUTIES & RESPONSIBILITIES:

- Virtually interact with students, faculty, staff, and general public.
- Reply to emails and telephone messages regarding generalized inquiries, via email.
- Schedule meetings and space requests via online.
- Request and reply to information technology matters via email.
- Perform general clerical duties such as data entry and word processing.
- Maintain confidentiality about student, faculty, and staff material and matters.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Reliable, timely, and trustworthy.
- Personable and assertive.
- Experienced receptionist.
- Ability to work independently and as part of a team.
- Computer proficient.
- Experience using Microsoft Office, Microsoft Teams, Skype, Zoom, OneDrive, Microsoft Editor, and BlackBoard.
- Knowledge of online calendars.
- Ability to work well with others.

MINIMUM TRAINING & EXPERIENCE:

- Currently enrolled student at Bowie State University.

CONDITIONS OF EMPLOYMENT:

- None.