

BOWIE STATE UNIVERSITY POSITION DESCRIPTION

Title: Office Assistant

PIN:

Job Group:

Job Class Code:

Department: Auxiliary Services

Grade/Pay Level:

Departmental Approval By:

Date:

Human Resources Approval By:

Date:

REPORTS TO: Associate Director of Auxiliary Services

DUTIES & RESPONSIBILITIES:

Performs routine office work and may function as a receptionist or ticket event staff.

- 1) Assists in compiling, filing and researching data into a concise form, and with the organization and daily operations of the Bulldog Card office.
- 2) Assists in the operation of the ID Card System (takes photos, print identification cards etc.)
- 3) Receives and directs incoming calls and visitors. Responds to general inquiries regarding office operations.
- 4) Delivers, post and retrieves documents and materials on campus.
- 5) Assist with event ticket sales and or event sale operations (football\basketball games, theatre events, SGA events)
- 6) Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Working knowledge of Word, Excel, Email and Internet. Ability to effectively deal with deadlines, prioritize multiple projects simultaneously. Excellent organizational skills as required. Ability to communicate effectively both oral and written.