

Bowie State University Federal College Work-Study Position Description

Title: Office Assistant

Department: Facilities Management

Department Approval By:

Date: Sept 11,2020

REPORTS TO: Facilities Coordinator

PURPOSE: Provide general office support with filing, and cataloging plans rooms

DUTIES & RESPONSIBILITIES:

- 1. Assists in maintaining records and filing systems.**
- 2. Sorts, combines and copy file documents according to defined procedures.**
- 3. Delivers and retrieves documents and materials on campus.**
- 4. Operate office equipment such as multi-line telephones, computers and photocopiers**

NOTE: The intent of this list or primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Ability to read, spell accurately , and write legibly; to communicate effectively; to operate manual automated office equipment and keyboards; to file documents according to alphabetic and numeric sequences; to understand and follow oral and written instruction; to communicate effectively; and to maintain effective work relationships

MINIMUM TRAINING & EXPERIENCE:

High School Diploma

CONDITIONS OF EMPLOYMENT: Current enrollment in Bowie State University academic program.

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