

Job Description

Job Title: Work Study – Asst. Dean Assessment/Transfer/VPAA
Job Class: Service
Department: Liberal Arts
Reports To: Executive Asst. VPAA, Asst. Dean Assessment /Transfer
FLSA Status: Non-Exempt
Prepared By: Anne Smith
Prepared Date: August 21, 2018
Approved By:
Approved Date:

SUMMARY: The Work-study will assist the Executive Asst. VPAA, Asst. Dean Assessment /Transfer with the daily duties of scheduling, mail, organizing, filing, scanning, and preparing documents to be loaded into OnBase. Performs other related job duties or responsibilities as requested or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to effectively use commercial copy machine, fax machine, scanner, and PC.
- Copy, inventory, file, and organize information, as required
- Maintain calendars and appointment schedules, as required
- Scan paper files into OnBase, electronic document imaging system.
- Utilize OnBase to index documents into the students' files.
- Maintain confidentiality, HIPPA and FERPA compliance while accessing student or class information.
- Assist with mail, messages, and mailings.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Required: High School Diploma

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS:

Fluency in English with excellent verbal and written communication skills. Ability to understand spoken and written materials of others and to and make self easily understood by students, faculty, staff, internal and external customers.

MATHEMATICAL SKILLS:

Competency in basic business math.

REASONING ABILITY:

Ability to analyze submitted materials, data, and problems and make timely routine decisions within the scope of the duties of the position. Exhibit flexibility and willingness to learn. Deal professionally with unexpected situations and frequent interruptions. Multi-task, and prioritize work load. Ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Exhibit a willingness to assume additional duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to use general office equipment, including the computer, fax, telephone, and copier located in various places throughout campus. Ability to research information that may be located in various offices and be in various formats, necessitating pulling files, examining micro fiche, or traveling to the storage building. Requires prolonged periods of time on the computer. Must be able to travel on- and off-campus. Ability to deal with mental stresses of working under constant interruptions and deadlines. Must be able to spend extended periods of time talking with students and other constituencies. Majority of work is performed indoors in a controlled climate.