

MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

JOB DESCRIPTION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

POSITION NAME:	EMPLOYMENT TYPE:
Office Assistant	<input checked="" type="checkbox"/> WORKSTUDY <input checked="" type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT
DEPARTMENT/AGENCY NAME:	
University Student Center	
PURPOSE OF POSITION:	
Under the supervision of Administrative Assistant, the Office Assistant is responsible for receiving and directing incoming calls and visitors. In addition they perform routine office work and may function as a receptionist or file clerk.	
TYPICAL DUTIES:	
<ul style="list-style-type: none"> • Operates office equipment such as single and multi-line telephones, personal computers, typewriters, facsimile machines and photocopiers • Delivers, post and retrieves documents and materials on campus • Assembles and compiles basic data according to specific instructions. Utilizes manual and automated methods to enter and retrieve data • Prepare and assists in preparing bulk mailings • Responds to general inquires regarding office operations <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Excellent attention to detail, communication and organizational skills. • People skills. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of multi Line Phone, PC, PA System • Ability to work well under pressure 	
OFFICE EQUIPMENT REQUIRED:	
Multi Line Phone, PC, PA System, Walkie Talkie, Fax, Copier, Typewriter	
SUPERVISION RECEIVED:	
<input checked="" type="checkbox"/> SUPERVISION REQUIRED <input type="checkbox"/> LITTLE SUPERVISION REQUIRED <input type="checkbox"/> SOME SUPERVISION REQUIRED <input type="checkbox"/> RARELY NEEDS SUPERVISION	
CONTACT INFORMATION:	
SUPERVISOR: C. Denise Jones	
LOCATION: University Student Center 303 B	
TELEPHONE: (443) 885-3120	FAX: (443) 885-8248
EMAIL: C.JONES@MORGAN.EDU	

OPENING DATE:	CLOSING DATE:
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