

## Position Details

Req ID:	req10351
Position Title:	Administrative Support Assistant
Position Type:	Staff Full-Time
Position Number:	632856
OSU Campus:	Stillwater
Department:	Art, Graphic Design & Art History
Location Address:	USA
Hiring Supervisor:	Elizabeth Roth
Hiring Range: (Contingent upon available funding):	10.00 - 12.35, Hourly
Work Schedule:	Monday-Friday 8am-5pm
Faculty Appt Period:	
Job Summary:	<p>Greet and assist students, faculty, staff, and the public entering the departmental office with general short-term assistance. Answer main department phone line, distribute mail, maintain posting boards in office and the Bartlett Center, may be asked to add announcements to departmental website, and assist faculty and staff using departmental office equipment, handle general correspondence including departmental email. Maintain electronic calendar for room usage, department key log and key checkout, locker checkout, and CSGold system for card swipe door access to Bartlett Center, computer lab, and VAA.</p> <p>Provide clerical support to the Administrative Asst. and assist with supervision of student workers. Assist the Administrative Asst. as needed. Assist Department Head with input of course schedules and coordinate ordering</p>

of textbooks. Help maintain Department Head's daily calendar. Help coordinate faculty/staff meeting and take minutes for distribution to faculty/staff.

Working hours may be from 7:45am-4:45pm or 8am-5pm Monday-Friday. Requires a flexible lunch schedule rotation to ensure that at least one staff person is in the office at all times.

Walking across campus may be required during all times of year for the proper routing of priority paperwork.

Mechanical and electrical hazards may be present from moving parts on office equipment (typewriters, printers, photocopier, facsimile). Other hazards include slicing and cutting danger from using a manual paper cutter. Atmospheric conditions may include occasional exposure to fine paper dust and laser toner dust from the photocopier, paper shredder and laser printer.

Special Instructions to Applicants

**For full consideration, please submit a cover letter, resume, and list of 3 references by October 19, 2021. However, applications will continue to be reviewed until the position is filled.**

## Education & Experience

Position Qualifications:

### **Minimum Qualifications:**

High School/GED

1 year of customer service related experience in a front office position.

Ability to organize and handle many tasks simultaneously. Ability to work well under pressure, good organization skills, and attention to detail critical. Professional and positive attitude for contact with faculty, students, and public is a must. Must work well with others. Demonstrate excellent oral and written communication skills. Possess knowledge of both PC

and Macintosh platforms as well as Microsoft Office including Excel.

**Preferred Qualifications:**

Bachelor's Degree in Liberal Arts

3 years of customer service related experience in a front office position.

Completion of the OSU Ambassador Program or comparable program.

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