

INDIANA UNIVERSITY SOUTHEAST

JOB SPECIFICATION

JOB TITLE: Office Services Assistant Senior

DATE: 04/02

JOB PURPOSE: Under moderate supervision, performs a variety of non-routine administrative, secretarial, and clerical tasks in support of departmental functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Develops, monitors, and oversees maintenance of complex departmental data bases; ensures data are accurate, complete, and up-to-date.
2. Designs and writes informational material and newsletters; edits for grammar/spelling and content.
3. Responds to inquiries from outside the department; answers questions regarding department's policies and procedures or refers to appropriate office.
4. Maintains financial records for department; monitors and reconciles office budgets. Prepares purchase orders.
5. Provides secretarial and clerical support; maintains staff schedules amending as necessary; assists with making arrangements for visitors; oversees the preparation of travel arrangements.
6. Serves as informational resource to other support staff on questions involving policies and procedures; assists other staff in problem situation.
7. Oversees the preparation of any mailings; ensures that mailings are complete, all inserts included, and any forms correctly filed out.
8. Orders and maintains office supplies.
9. Compiles, collates and organizes data from source documents and assists with preparation of reports.
10. Oversees work assignment of support staff which may include time sheets, PAF=s, budget, and financial document processing.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

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MINIMUM REQUIREMENTS

Education: Requires basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc., as might normally be acquired through the attainment of a high school diploma or GED.

Experience: 1 year office experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of computers and database/word processing/spreadsheet software.

Good organizational skills with ability to work on multiple tasks.

Good communications and customer service skills.

Ability to work well with a wide range of people.

Knowledge of University policies and procedures.

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