



EASTERN WYOMING COLLEGE

POSITION DUTIES & RESPONSIBILITIES

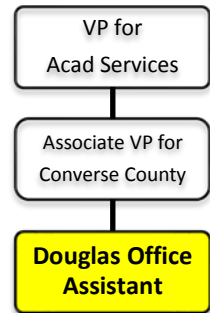
Job Title:	Douglas Campus Office Assistant	Classification:	Senior Administrative Assistant
Department:	Academic Services	Duration:	12 months
Primary Location:	Douglas, WY	FLSA Status:	Non-Exempt
Position Number:	1412	DBM/Level:	B22

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Douglas Office Assistant is a full-time, 40 hours weekly, benefitted, position located at the College’s Douglas Campus assigned to work 1 July – 30 June annually. The Office Assistant aids the Associate Vice President for Converse County (AVP-CC) in performing a variety of daily tasks that support campus students and employees. The Office Assistant also provides direct administrative support to the Nurse Program Director to help ensure program success. This position’s normal work-week and hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. at the Douglas, WY campus.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Douglas Campus Office Assistant is supervised by the AVP-CC and receives annual performance evaluations after the conclusion of a one year Probationary Period. The second level supervisor is the Vice President for Academic Services. The supervisory chain is depicted at right.



The Douglas Office Assistant does not formally supervise or evaluate any EWC full or part-time employees. The position may supervise EWC-enrolled work study students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- High School Diploma or HS Equivalency Certificate
- One year administrative office support work experience
- Ability to type/keyboard 45 WPM or more and to operate standard office machines including copiers, telephone systems, printers, and scanners
- Strong written and verbal communications and proofreading
- Proficiency with computer applications including Microsoft Word, Outlook, and Excel
- Professional demeanor, positive attitude, and team-player mindset
- Ability to organize, arrange, and prioritize in a busy office environment

Preferred Qualifications:

- Associate’s degree in Business or related field
- Three years previous work experience in an administrative capacity
- Experience using Colleague UI by Ellucian

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- General knowledge and provision of customer service principles
- Understanding of basic principles and practices in assigned area of responsibility (Front Office & Nursing)
- Comprehension and application of modern office procedures, methods, and equipment
- Knowledge of basic filing and record keeping principles
- Fluent understanding of English language, grammar, and punctuation

- Skill and ability to compose routine correspondence, memos, forms, and/or other related information
- Ability to maintain, track, and store files
- Adept at using a computer and related software applications
- Trained skill at proofreading, editing, and keyboarding
- English communication and interpersonal skills as they apply to co-workers, supervisor, students, and the general public sufficient to exchange or convey information and to receive work direction

Essential Functions/Duties: *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Provide support for academic, student, and administrative services functions to Douglas Campus students, employees, and the general public
- Initiate, process, and review routine and/or specialized paperwork, forms, reports, and/or confidential information related to the Douglas Campus ensuring completeness and data accuracy
- Perform various clerical duties utilizing standard office equipment to include screen incoming calls, send messages, share data, make copies, perform data entry, schedule appointments, facilitate activities, type, and word process
- Respond to requests for information in-person, via email, and over the phone; answer routine questions and provide College/campus/program/course information; direct visitors to appropriate locations
- Prepare and enter data into applicable documents, spreadsheets, invoices, databases, logs, and forms using established guidelines and procedures
- Draft and type a variety of business documents including letters, memos, contracts, and/or related items
- Update and manage campus marquee and website
- Deliver and pick-up US mail and distribute the variety of items, documents, or packages
- Handle cash and checks; prepare and conduct daily (as needed) bank deposits
- Troubleshoot and recommend/implement corrective actions to student computers
- Perform all other duties as assigned of a similar nature or level

Physical & Mental Demands / Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- This position generally involves sedentary work and sitting most of the time; walking and standing are required occasionally
- Position requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions
- Physical exertion may be required to lift or move office supplies to/from high or low shelf positions to include the floor
- Physical exertion to lift or push objects up to 20 pounds of force occasionally
- Physical exertion of a negligible amount force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body
- Ability to read and understand written instructions / operating materials

ASSOCIATE VICE PRESIDENT FOR CONVERSE COUNTY:

Signature

Date

VICE PRESIDENT FOR ACADEMIC SERVICES:

Signature

Date

PRESIDENT:

Signature

Date

NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

PD&R Received		15 February 2017
PD&R Reviewed		
PD&R Approved		24 February 2017
Position Duties & Responsibilities Effective Date		27 February 2017
Position Number Assigned/Verified		15 February 2017