

Qualifications

Knowledge, skills, and abilities:

Knowledge of administrative and clerical procedures and systems. Of principles and processes for providing customer and personal services, of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skill in giving full attention to what other people are saying (active listening), taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times, managing one's own time and the time of others, communicating effectively, using logic and reasoning to identify the strengths and weaknesses of alternative solutions conclusions or approaches to problems.

Ability to listen to and understand information and ideas presented to communicate information and ideas in speaking and in writing so others will understand, to see details at close range, to tell when something is wrong or is likely to go wrong, to apply general rules to specific problems in order to produce answers that make sense; must be able to communicate clearly, sit for extended periods of time, pull, squat, bend, kneel, reach, stand, and lift 45 lb safely.

Education:

High school diploma or GED required; some college or job-related training preferred.

Experience:

Prior secretarial or administrative support experience required.

Equipment:

Fax machines, copiers, phone systems, and personal computer including competence with Word, Excel applications, and IFAS (or other program specific to OBU) budgeting and student records

Special Requirements:

Requires ability to work effectively with frequent interruptions as well as the initiative to work independently.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*.

Employee signature

Date

Supervisor signature

date

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*