

**PROJECT OCEANOLOGY
MARINE SCIENCE EDUCATION INSTITUTION
OFFICE ASSISTANT**

JOB DESCRIPTION

NATURE OF WORK: The Office Assistant performs responsible, general clerical and administrative support work requiring accuracy, attention to detail, organizational skills, and computer knowledge. Duties include such tasks as answering telephones, greeting the public, typing, word processing and filing. Work involves the exercise of independent judgment, initiative, flexibility and effective interpersonal skills to work with co-workers and the general public.

SUPERVISION RECEIVED: The Office Assistant works under the general supervision of the Administrative Coordinator.

SUPERVISION EXERCISED: None.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Performs general office duties, including faxing, copying, operating postage machine and trouble shooting when necessary; maintains files in a neat and orderly manner.

Performs general receptionist duties. Meets and greets public in a pleasant manner, determines nature and purpose of visit, and directs or escorts them to specific destinations or appropriate persons. Answers and screens telephone calls in a polite and knowledgeable manner. Takes accurate messages, including those in confidence, answers basic procedural questions, and/or forwards calls for all staff.

Take reservations for public programming and follows up with necessary paper work.

Maintains accurate reconciliation sheets during the course of the day in order to track public programming sales.

Reviews deposits made on group reservation sheets on a weekly basis and makes follow-up calls, as necessary.

Tracks all media responses during course of phone inquiries.

Maintains inventory of all record sheets, making copies when needed.

Oversees the general tidiness and organization of the reception and public areas.

Types or word processes correspondence, information on forms, reports and statistics from copy, rough draft, or own compiled information.

Composes routine correspondence and documents from notes, verbal instructions, standard text, or own initiative.

Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locates and removes material from file when requested.

Assists instructors as needed with emergency tasks.

Performs administrative work for Instructors.

Considerable ability to establish and maintain effective working relationships with school officials, public officials, other departments and agencies, supervisors, co-workers and the general public.

Regular attendance is a requirement of this position.

OTHER JOB FUNCTIONS:

Performs related work as required.

*******The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*******

QUALIFICATIONS PROFILE

Knowledge, Skills and Abilities

Working knowledge of secretarial principles and practices (typing and filing) and office procedures and techniques.

Good knowledge of business English, grammar and punctuation, including the ability to compose moderately complex correspondence and reports.

Knowledge of and the ability to operate a computer, including related software applications.

Knowledge of the operation of standard office machines, including a word processor, typewriter, calculator, facsimile machine, copier, etc.

Ability to follow oral and written instructions and to organize and express thoughts and ideas through oral and written communications.

Ability to learn quickly; ability to work independently and effectively with minimum supervision, and to be self-motivated and resourceful.

Ability to read and comprehend standard instructions, correspondence and memos and to write routine reports and correspondence.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to 1) perform multiple office and clerical tasks with interruptions; 2) meet deadlines; 3) perform duties promptly with attention to detail and accuracy; and 4) prioritize and organize work.

Considerable ability to establish and maintain effective working relationships with school officials, public officials, other departments and agencies, supervisors, co-workers and the general public.

Must have pleasant, courteous, and outgoing attitude.

Education, Experience and Training

Experience with Macs preferred.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak; hear; sit; stand, bend, twist, stoop, or crouch. The employee must occasionally have to lift and/or move up to 50 lbs. The employee must have the ability to routinely use hands and fingers to handle or operate office equipment, objects, tools or controls; wrists for repetitive motion; and to reach with hands and arms. The employee may be required to climb stairs to various levels.

Specific vision abilities required by the job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must possess normal audio ability. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations.

Employee may occasionally have to function in situations where he/she is subjected to aggressive physical and/or verbal behavior.

*******The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******