



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Office Assistant

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Administrative Support	Job Code: 16111 Grade: A	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general supervision, the first level classification exercises limited independent judgment, responds to requests within defined parameters and procedures, and refers difficult questions and problems to higher levels. This classification applies routine procedures, techniques, rules, and regulations within the scope of the job duties. The position requires basic familiarity and knowledge of office practices and procedures in order to work effectively within a limited range of work situations, provide routine office support and receptionist duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Acts as receptionist or first-line liaison to internal and external contacts, and provides general office support.
2. Types routine correspondence, reports and other documents.
3. Sorts, distributes, and circulates mail.
4. Maintains office equipment and supplies.
5. Prepares, processes, updates, and compiles routine documents, records, and reports.
6. Follows department and University policies, procedures, and practices to answer routine inquiries or solve routine problems.
7. Establishes and maintains department files and databases.
8. Performs data entry of information.
9. Orders and purchases office supplies, and processes office expenses.
10. Schedules meetings, and events, and assists with routine travel arrangements.
11. Coordinates faculty evaluation process, and processes exams.
12. Assists with coordination of special events.
13. Maintains payroll records and office inventory.
14. Supervises and trains student employees.
15. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of addition, subtraction, multiplication, division, fractions, percentages, and decimals; office practices and procedures; databases*; public relations*; and employee training and development*. Skill in operation of computer*; and calculator. Ability to provide routine office support; sort items into categories; and act as receptionist or liaison to internal and external contacts.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages, and decimals. 3 mos. training or 3 mos. experience in office practices and procedures. 1 mo. experience in operation of calculator.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of