



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Administrative Assistant

**Job Class:** Support Staff

**Department:** Library

**Reports to:** Library Director

**FLSA status:** Full-time/non-exempt/12 months

**To Apply:** Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu); FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

**SUMMARY:** Provides administrative and clerical support to the library director and library department, by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Manage student employee budget (academic year and during the summer) and part-time Temporary Staff budget (during the summer to ensure that Library departments have adequate funding for completing task and overall duties).

Serves as the coordinator for library student employees, including verifying student hours worked, signing time reports, and working with supervisors to ensure they are completing time reports accurately and in a timely manner. Assists in organizing orientation events for student employees.

Manages the library General Operating Supply budget and ordering function, including ordering supplies for all library offices, insuring that appropriate materials are available when necessary, and determining the most appropriate vendors or supply houses to use. Establishes and maintains a rapport with supply vendors. Maintains ongoing communicates with CML director regarding departmental budget.

Prepares invoices for payment and maintains invoice files. Reviews budget to insure appropriate spending on each account. Verifies Banner budget information and compares against internal systems and files. Completes the payment vouchers for invoices for supplies and other non-library materials invoices.

Assists in the coordination for Marketing and Public Relations including creating flyers, brochures, newsletters, and other documents as needed, organizing events, and promoting the library and its resources. Assists with the updating and creating of library webpages.

Assist Library Director in an administrative role as needed, such as; schedule monthly staff meetings and quarterly one-on-one meetings with Library director and staff.

Maintains the Friends of the Library (FOL) database and corresponds with Friends members as necessary. Creates a quarterly Friends of the Library newsletter and prepares it for mailing. Serves as Council Member and attends FOL Board Meetings, creates and maintains FOL LibGuide/website, and serves on FOL sub-committees as needed.

Assists the library director in her role as an advisor to several campus organizations.

Will chair appropriate committees as assigned.

Participate in campus committees and library professional development activities. Actively participates in the life of the university as an advocate of the library, which includes serving on CML committees (Safety, Marketing, Events, Hours, etc.).

Hires, supervises, trains, and evaluates student assistants. Develops procedures and sets goals and objectives for effective operation of department.

Sorts and distributes US and campus mail to appropriate boxes or supervises students in the performance of this duty.

Assists with correspondence (including electronic, voice, and printed). Maintains confidential student and library records files.

Coordinates with university housekeeping (in-house or external vendors) to ensure overall appearance of library and to remedy issues as they occur.

**SUPERVISORY RESPONSIBILITIES:** Other student workers as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or equivalent and a minimum of two (2) years of directly related experience required, including previous experience with computer software. BA is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Must demonstrate excellent verbal and written communication skills. Must possess excellent customer service skills.

**MATHEMATICAL SKILLS:** Must be competent in general math. Knowledge of accounting procedures preferred.

**TECHNICAL SKILLS:** Ability to apply knowledge of office functions, library methods and techniques to perform duties. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment and Microsoft Office software. Must possess excellent organizational skills; must possess ability to supervise others; must be accurate in work performed. Experience with HTML coding or web creation software, such as Dreamweaver, preferred. Experience using Banner preferred.

**REASONING ABILITY:** Must be discrete and keep confidential information and materials; must possess excellent attention to detail; must be a team player and interact collegially with co-workers and other constituencies.

**PHYSICAL 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.

Must be able to spend prolonged periods of time working on an office PC; able to reach, lift up to 20 pounds, travel throughout office to use other office equipment; must be able to hear and make self heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting;

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.*

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity,

gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald  
Director of Human Resources  
[614.823.1130](tel:614.823.1130)  
[sfitzgerald@otterbein.edu](mailto:sfitzgerald@otterbein.edu)