



OTTERBEIN
UNIVERSITY
Job Posting

Job Title: Temporary Administrative Assistant
Job Class: Temporary
Department: Facilities Management & Planning
Reports to: Debbie Besst-Rowland
FLSA status: Temporary/ 20 hrs-wk/non-exempt
To Apply: Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

SUMMARY: Performs a variety of administrative and secretarial support functions to ensure the efficient operation of the Facilities Services Department by performing the following duties:

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

Answers phone calls, radio, pages, and takes messages for Facilities Services staff, routes calls to appropriate staff/offices. Answers questions from callers. Serves as receptionist and greets visitors, contractors, vendors and forwards to appropriate staff/office. Assists with receipt of packages to Facilities Services Department.

Opens and processes incoming and outgoing departmental mail.

Assists in processing incoming work orders and forwards requests to appropriate trades personnel. Dispatches Facilities Services Department via radio or cell phone and assists in managing the work order system.

Processes invoices for Facilities Services Department. Responsible for archiving of invoices, contracts, proposals, and purchase orders.

Handles processing of leasing vehicles to faculty, students and staff. Prepares monthly vehicle use reports.

Copies, collates and distributes a variety of materials. Sends and receives faxes.

Produces a variety of correspondence such as memos, letters, etc. Performs data entry tasks, retrieves information and prepares a variety of reports.

SUPERVISORY RESPONSIBILITIES: None

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 required. Associate or Bachelor's degree in a related field preferred. 3 years or more directly related experience required.

CERTIFICATES, LICENSES, REGISTRATIONS: Notary is helpful.

LANGUAGE SKILLS: Must demonstrate competency in verbal and written English skills including grammar. Must possess excellent customer service skills.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Ability to use word processor and variety of software packages such as Microsoft Word and Microsoft Excel, as well as peripheral equipment such as printers and copiers. Knowledge of general office procedures including the operation and maintenance of office equipment such as PC, telephone, copier, etc. Must take pride in and be thorough in quality of work produced.

REASONING ABILITY: Ability to establish and maintain effective working relationships. Ability to exercise a high degree of initiative and independent judgment. Ability to exercise sound judgment in unusual or new situations and in dealing with confidential information. Must possess excellent attention to details; 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 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 or 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