
WESTERN MICHIGAN UNIVERSITY

Job Description

Job Title: Office Assistant
Pay Type: Hourly/Non-exempt
Grade: 11

Position Number: 0211, 0212, 0215, 8521
Department Name: School of Music

General Summary

Provides secretarial support for the supervisor and/or the department. May serve as receptionist.

Major Duties

- Uses word-processing and spreadsheet software to produce and edit letters, memos, reports, statistical tables, and other documents.
- Greets customers and answers telephone calls. Answers primarily routine questions and directs customers and calls to appropriate individuals and departments.
- Schedules appointments and meetings; makes travel arrangements.
- Processes incoming and outgoing mail.
- Monitors and orders office supplies.
- Maintains hardcopy and electronic office files: files and retrieves documents; creates new files.
- Types vouchers and other forms.
- May provide some budgetary support.
- May update the content of the department's Web site.
- May supervise student employees.

Minimum Qualifications

- High school education.
- Some experience with word-processing and/or spreadsheet software.

Desired Qualifications

- Some post high school education or training.
- Office experience.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.