
WESTERN MICHIGAN UNIVERSITY

Job Description

Job Title: Office Associate
Pay Type: Hourly/Non-exempt
Grade: 13

Position Number: 0213, 0214
Department Name: School of Music

General Summary

Provides secretarial and budgetary support for the supervisor and/or the department.

Major Duties

- Uses word-processing and spreadsheet software to produce and edit a substantial variety of letters, memos, reports, statistical tables, and other documents.
- Answers many non-routine questions regarding the department; refers questions as needed. Explains departmental policies and procedures.
- Monitors, tracks, and reconciles a budget. Prepares budget reports. May recommend budget allocations.
- Maintains a database: verifies, updates, and enters data.
- Schedules appointments and coordinates meetings; makes travel arrangements.
- Monitors and orders office supplies.
- Typically engages in some office management and/or project work.
- Typically develops, manages, and/or supervises a department process or program.
- Typically supervises student employees. May provide work direction to staff.
- May update the content of the department's Web site.

Minimum Qualifications

- High school education.
- Experience with word-processing and spreadsheet software.
- Budget experience.
- One year of office experience.

Desired Qualifications

- Some post high school education or training.

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.