Classification Specification: Typist

Classification Number: 12512  Pay Grade:  
Effective Date: April 14, 2014  Current Exemption Status: Nonexempt

Position Summary

Serves as receptionist. Copies materials for department as requested. Registers students for classes, checks enrollment numbers and student prerequisites.

Essential/Primary Duties

– Serves as main office receptionist. Greets and directs visitors, students and faculty. Answers phone and directs calls as appropriate.

– Copies classroom material for faculty, instructors and graduate students when requested. Prepares and distributes mail.

– Registers students using database system. Processes student evaluations including counting, dividing and sending out for statistical use. Distributes to faculty.

– Orders supplies and books. Requests work orders.

Experience and Education

Experience

– No previous related experience required

Education

– High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
Classification Specification: Typist

Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to communicate clearly verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Ability to coordinate or lead others in accomplishing work activities
— Knowledge of basic computer skills
— Ability to access and maintain document imaging systems including scanning and filing documents
— Ability to draft office correspondence

Supervisory Responsibility

Full-Time | Part-Time
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None | None

Providing Direction

Full-Time | Part-Time
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None | None

Responsibility for Student Workers

None