**Classification Specification:**
**Word Processor Specialist**

**Classification Number:** 12613  
**Pay Grade:**  
**Effective Date:** April 14, 2014  
**Current Exemption Status:** Nonexempt

## Position Summary

Provides word processing, database, spreadsheet, and desktop publishing support to department faculty and staff. May provide support at college functions.

## Essential/Primary Duties

- Types correspondence, class materials, exams, and journal articles.
- Enters information into various databases.
- Develops charts and reports.
- Creates handbooks, brochures, and newsletters.
- Instructs faculty and staff in the use of equipment and software.
- Answers the phone, takes messages, monitors fax machine, and sorts and distributes mail.

## Experience and Education

**Experience**

- Six months 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.
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Word Processor Specialist

Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, 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 computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to access and maintain document imaging systems, including scanning and filing documents
— Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
— Ability to draft office correspondence

Supervisory Responsibility

Full-Time Part-Time

None None

Providing Direction

Full-Time Part-Time

None None

Responsibility for Student Workers

None