Job Position Description

Job Title: **Office Assistant**

A. Main purpose of the job: **To assist and support office secretaries, help desk assistants and management staff in the clerical operations of Campus Operations.**

B. Primary responsibilities or key duties of the job (tasks performed regularly):
   1. Open, date stamp, and distribute mail.
   2. Perform data entry and filing.
   3. Copy, scan, sort and distribute documents.
   4. Perform courier service to other offices on and off campus.
   5. Perform designated tasks as assigned by the secretaries.

C. Basic qualifications:
   1. Able to stand, walk, bend, stoop, kneel, reach, lift, push and carry up to 50 lbs.
   2. Willing and able to follow directions and work independently
   3. Maintain valid driver’s license and be insurable by BGSU
   4. Familiar with MS Office programs, including Word and Excel

D. Additional information:
   1. Must be attentive to detail and accuracy
   2. Basic understanding of business office operations and customer service expectations

10/21/2010