



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