

# Classification Specification: Sr. Word Processor

Classification Number: 12612 Pay Grade:  
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

## Position Summary

Creates and copies documents, including examinations, syllabi and instructional handouts supporting faculty and instructors, as well as administrative staff. Proofreads materials as needed. Performs receptionist duties for various departments.

## Essential/Primary Duties

- Operates word processing equipment and software to prepare, edit or revise documents, including examinations and syllabi. Operates instructional equipment to retain, manipulate and sort information. Formats complex documents and letters.
- Copies exams, syllabi, documents, articles and book excerpts. Assembles packages as requested and places in proper location for pick up.
- Provides faculty with Faculty Evaluations each semester.
- Serves as receptionist. Sorts and distributes mail. Posts class cancellations.
- Proofreads instructors' materials such as publications, periodicals and on-line materials, when requested, for accuracy and completeness.

## Experience and Education

### Experience

- Three to 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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### 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
- Ability to draft office correspondence

### Supervisory Responsibility

**Full-Time**

None

**Part-Time**

None

### Providing Direction

**Full-Time**

None

**Part-Time**

None

### Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.