

Classification Specification: Word Processor Supervisor

Classification Number: 12615 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Oversees work flow for office support services. Supervises office personnel and provides training on equipment and procedures. Also provides word processing and administrative support for faculty and staff. Proofreads; reconciles accounts and processes invoices.

Essential/Primary Duties

- Provides administrative support to directors, department chairs, faculty and/or administrative staff, including typing correspondence; answering and making telephone calls; preparing forms, syllabi, handbooks, brochures, and newsletters; and collecting and tabulating ballots and surveys.
- Oversees other Word Processing Specialists in carrying out these duties. Maintains departmental records.
- Provides support with peer evaluations, chair selection and evaluations, faculty retention, promotion, tenure, and annual reviews for the archives.
- Proofreads and edits articles and periodicals for publication.
- Orders and maintains inventory of supplies and materials. Reconciles budgets and processes invoices.
- Places service calls when equipment malfunctions and instructs faculty and staff in use of office equipment and software.
- Serves as point person for various college or department events.

Experience and Education

Experience

- One to two years related experience required; previous supervisory and/or training 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

Word Processing Specialist

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

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