Office Assistant, Office Specialist 1, Office Specialist 2
~Temporary and Part-time Open Pools~
These positions are .49 FTE or less and are not eligible for benefits

Department: Various
Recruitment #: S-OS1

This recruitment is an open applicant POOL at Western Oregon University for temporary or .49 FTE or less Office Specialist 1, Office Specialist 2, and Accounting Technician positions on campus and is represented by the Oregon Public Employees Union/Service Employees International Union. Applications will be reviewed on an “as-needed” basis. In order to maintain an active status within the applicant POOL, applicants will need to reapply in September and March of each academic year.

**Office Assistant:** Monthly Salary Range: (based on .49FTE) OSA: $974.12 - $1297.52

**QUALIFICATIONS:**
Completion of courses or training in office technology; **OR** one year of general clerical experience; **OR** an equivalent combination of training and experience

**DUTIES AND RESPONSIBILITIES:** Positions in this class may perform some or all of the duties listed:

1. **Files and Records.** Typical tasks: files documents, records, and reports in proper order; develops, reconstructs, and/or purges files; uses computer to index, locate, and update file information, and provide routine information to students, faculty, staff, and the public; copies-mails records in response to requests; keeps logs; completes forms and records and compiles simple reports and statistics; writes receipts and deposits monies received; receives and prepares permanent records and documents; retrieves information from files, databases, microfilm, and other records; enters data from a variety of source documents to database file, ensuring correction of errors, and may update and maintain database procedures manuals.

2. **Typing.** Typical tasks: types/word-processes letters, forms, memos, course syllabi, exams, and other material from rough draft or instructions; proofreads documents for general clarity, punctuation, grammar, spelling, capitalization, and typing errors; may compose simple responses to routine correspondence; completes forms with information from clearly indicated sources.

3. **General Office Support.** Typical tasks: answers phones, takes messages, and/or routes calls; responds to routine questions about programs or services; greets visitors and directs to appropriate location and/or staff person; mails relevant information in response to inquiries and requests; delivers, picks up, and processes incoming/outgoing mail; makes copies; reserves meeting rooms; performs simple maintenance on office equipment and refers maintenance problem to service technician.

**Office Specialist 1:** Monthly Salary Range: (based on .49 FTE) OS1: $1006.46 - $1413.65

**QUALIFICATIONS:**
Completion of courses or training in Office Technology; **OR** One year of general clerical experience which included typing, word processing, or other generation of documents; **OR** An equivalent combination of training and experience.

Candidates must hold a high standard of customer service, strong interpersonal skills, and the ability to multi-task with accuracy.
DUTIES AND RESPONSIBILITIES: **Positions in this class may perform some or all of the duties listed:**

1. **General Office Support.** Typical tasks: types a wide range of documents (e.g., letters, reports, memos, forms) from draft or general instructions; in writing or verbally responds to inquiries, requiring general knowledge of institution operations; reads, sorts, and distributes incoming mail; organizes and maintains filing systems; files information in policy, procedure, and other manuals; schedules appointments for office/department staff; makes travel and meeting arrangements; photocopies documents; prepares itineraries and agendas; takes minutes at meetings; prepares expense claims; maintains attendance and other personnel and payroll records for the work unit; maintains supervisor’s calendar; orders office supplies, maintains inventory, and ensures maintenance of office equipment.

2. **Record Processing.** Typical tasks: examines applications, forms, and other documents; reviews documents for accuracy and completeness; compares data on documents with hard copy or database record; adds, deletes, or changes information to maintain accurate, complete, and current information; exercises judgment in determining actions necessary to obtain missing information or to correct information; contacts students, faculty, staff, other agencies, or the general public via phone, FAX, e-mail, or letter to obtain information to complete processing of documents; performs arithmetical computations to recheck others’ calculations or to compute charges, fees, or interest using established formulas; using current technology, enters data into a database, BANNER, FIS, web page or other system; collects data for reports or surveys; purges records according to retention schedules.

3. **Word processing.** Typical tasks: word processes on a production basis reports, manuscripts, grant proposals, exams, tests, and statistics from rough draft or general instruction; uses standardized formats to set up documents according to instructions or established procedures; proofreads documents for general clarity, punctuation, grammar, spelling, capitalization, and typographical errors.

4. **Information and Assistance.** Typical tasks: responds to phone, FAX, e-mail, letter or in-person inquiries from students, faculty, staff, and the public about specific institution, department, or program information and services; directs inquiries as necessary; explains or clarifies rules, processes and procedures; provides information about services available; receives/routes incoming calls.

5. **Bookkeeping.** Typical tasks: receives, matches, and consolidates source documents such as journal vouchers, invoices, packing slips, and receipts; sorts, batches, and totals input documents for entry into an accounting system; posts and balances entries to accounts and subsidiary ledgers, such as receivables and payables; reviews timesheets and prepares payroll; prepares vouchers, allocates routine charges and credits to the appropriate account, assigns account codes within area of assignment; extracts requested information from accounts for periodic and special reports.

**Office Specialist 2:** Monthly Salary Range: (based on .49 FTE) OS2: $1117.20-$1620.92

**QUALIFICATIONS:**
Two years of general clerical experience, one year of which included typing, word processing, or other experience generating documents; OR an Associate's degree in Office Occupations or Office Technology; OR Graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience.

Candidates must hold a high standard of customer service, strong interpersonal skills, the ability to multi-task with accuracy, and work independently.

DUTIES AND RESPONSIBILITIES: **Positions in this class may perform some or all of the duties listed:**

1. **Secretarial/Administrative.** Typical tasks: along with generalist functions, typical tasks may include, conference planning and coordination, including arranging for dates, speakers/presentations, facilities, publications/advertising, conference materials, and registration procedures; report completion, including data gathering, review, analysis, and providing recommendations; authoring initial or revised manuals related to unit or department programs or services, including writing, editing, proofing, and completing final drafts; coordinating program process/document flow from
inception to completion (e.g., admission and tracking of students through a graduate program); creating / designing electronic and/or hard copy materials (e.g. web pages); making presentations to students, faculty, staff and/or the public; and coordinating academic/staff searches.

2. **Record Processing/Technical.** Typical tasks: along with generalist functions, typical tasks may include reconstructing account transactions (showing charges, payments, and adjustments) and resolving problems, reconciling accounts (e.g., departmental/grant accounts), and tracking errors through FIS or a "shadow” accounting system; processing specialized records requiring reference to numerous guides, regulations, instructions, manuals, and/or precedents (e.g., institution personnel files, financial aid files, etc.), reviewing materials for proper completion and accuracy against manual and computer-generated reports.

3. **Information and Assistance.** Typical tasks: responding to inquiries or requests for specific unit, department, or institution information regarding programs and services; explaining and clarifying rules, processes, and procedures to students, staff, faculty, and the public; providing specialized information about services available.

4. **Business Functions.** Typical tasks: identifying space and equipment needs; researching and ordering office supplies and equipment, including FAX machines, copiers, computers, and telephone equipment; maintaining inventory and service agreement records; arranging for office building and equipment repairs or services and coordinating office remodeling projects; managing the office budget and projecting personal services, services and supplies, and program budgets for the biennium.

**TO APPLY:**
The following is required and must be submitted to the Human Resources Office:

1) [WOU Employment Application Form](#)
2) Cover Letter
3) Resume
4) Contact information for 3 references
5) Copy of unofficial transcripts, if applicable for qualifying

Submit documents to: **S-OS1 POOL (Be sure to note the specific position for which you are applying: Office Specialist 1, or Office Specialist 2)**, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; or you may e-mail as an attached document to [employment@wou.edu](mailto:employment@wou.edu) or fax: 503-838-8144.

Western Oregon University is an equal opportunity employer committed to increasing the diversity of its workforce.