



Office Assistant, Office Specialist 1, Office Specialist 2

~Temporary and Part-time Open Pools~

These positions are part-time 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 part-time** 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: \$2079 - \$2769 (based on 1.0 FTE; monthly salary will vary based on hours worked)

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: \$2147 - \$3016 (based on 1.0 FTE; salary will vary based on hours worked)

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: \$2383 -\$3458 (based on 1.0 FTE; salary will vary based on hours worked)

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 available at www.wou.edu/classified
- 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 or fax: 503-838-8144.

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