

IMMEDIATE OPENING WORK STUDY – OFFICE ASSISTANT

Job Description

This position is the front line receptionist and provides clerical assistance for both the Department of Political Science and Department of Public Policy & Administration. The person in this position greets and cares for visitor's needs, such as answering questions, distributing forms and literature, and providing information relating both to programs and the university. In addition, this position answers telephones, makes campus deliveries, creates and maintains paper and electronic files, duplicates, collates, processes large copy requests, maintains mailing lists, processes a variety of forms, coordinates textbook and desk copy orders, library research, distributes mail, composes and replies to routine correspondence, and types a variety of reports and documents. This position is essential to both departments and carries a critical workload that allows the offices to function in a smooth, orderly fashion, with excellent customer service and office support. May perform other duties as deemed necessary by supervisor.

Minimum Qualifications

Ability to use basic word processing, spreadsheet and database applications. Ability to enter information from rough draft or plain copy and record, file and transmit information. Ability to operate office equipment and personal computers. Ability to communicate effectively both verbally and in writing and to establish and maintain effective working relationships. Ability to learn and apply rules, regulations, office policies and procedures; and familiarity and knowledge of the BSU Library.

Must have a current award from Financial Aid for work-study funding.
Open until filled.

Apply in person at the reception desk of the
Departments of Public Policy & Administration
and Political Science