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| Job Title: Office Specialist IV | **FLSA Classification:**   * Exempt * Nonexempt |
| **Reports to:** Assoc Prof Secondary Education | **Location:** |
| **Department:** NSF Noyce Grant / Teaching, Learning, and Culture | **Division:** |
| **Employment Category:**   * Full-Time * Part-Time | **Paygrade: 314** |

**PRIMARY PURPOSE OF POSITION**

The Office Specialist IV performs front line operational duties in support of the Noyce Teacher Scholarship Grant. This role serves as the first point of contact for students, guests, vendors, etc. and assist the program director with a variety of administrative tasks. The office coordinator will be responsible for answering inquiries from students and the public related to the grant, assisting with recruitment and participant tracking, and general assistance aiding program director with administrative and research tasks. The ideal candidate for this position is professional, independent, experienced and confident. Strong communication skills and a positive attitude are key and must enjoy working with college-aged students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The successful candidate will act as liaison between the Noyce grant and students, visitors, vendors, and other University contacts.

Day-to-day operations of the department front office include:

* Answering phone calls, email and providing general information about grant business and functions.
* Arranging and managing meetings and appointments for PI
* Booking travel, transport and accommodation for PI and other participants of grant when required
* Coordinating grant participant recruitment events when required
* Compiling and preparing reports, presentations and correspondence.
* Managing databases and filing system.
* Implementing and maintaining procedures/administrative systems to ensure secure data management
* Collating and filing expenses
* Provide additional support to Assoc Prof Secondary Education as required.
* Perform other duties as assigned

**QUALIFICATIONS**

The successful candidate will have a minimum of a High School Diploma (or equivalent); however, an undergraduate degree is preferred. Additional qualifications include:

* Two or more years of experience in office management (preferred)
* Excellent customer service skills and demonstrated skill in oral & written communications (required)
* Ability to coordinate workloads and manage multiple and competing priorities (required)
* Strong attention to detail (required)
* Ability to work occasional non-standard hours when required (required)
* Strong sense of responsibility and ability to complete tasks with minimal supervision (required)
* Strong computer skills in a variety of programs beyond Microsoft Office (strongly preferred)
* Ability to comply with workforce guidelines and attendance requirements (required)
* Successful completion of an employment and/or criminal history background check (required)

**WORKING CONDITIONS**

**SCHEDULE**: This is a part-time, non-exempt position, with a flexible schedule.

**PHYSICAL REQUIREMENTS**

This position will be approximately 15 hours per week, on-site and/or on-location.

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED**: Direct supervision is from Assoc Prof Secondary Education.

**SUPERVISION EXERCISED**: General supervision over student workers.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Confer regularly with immediate supervisor to coordinate activities, exchange information and resolve problems.   Ability to accept supervision, assignments, change and correction.
* Ensures that all required supplies are available as needed and that the facility and equipment are in proper working order.
* Able to effectively communicate general information to University constituency, however, some situations may require the ability to relay complex or adverse information with tact and diplomacy.
* Proficient in the use of Microsoft Office and Google Suite software and Banner HCM, and is self-motivated to stay current with emerging office technologies.
* Able to effectively process forms; verify data for accuracy, completeness and compliance within established procedures; enter data into computer system, monitor, calculate and submit time sheets, maintain confidential files and data; identify problems and propose feasible solutions.
* Ability to type, compose and edit correspondence, memos, letters, agendas and reports; revise schedules, forms, reports, records, and other information; prepare statistical information for use in reports.
* Initiate and answer telephone calls; screen and direct calls; greet visitors and direct to appropriate personnel; route and distribute incoming mail and other materials; prepare outgoing mail and packages.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility.
* Carry out all responsibilities and objectives in a professional manner.
* Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |