

Northwestern Michigan College

Job Description

Job Title: Office Assistant/Clerk–Student Employee
Department: Various
FLSA Status: Non-Exempt
Prepared By: Human Resources Staff
Prepared Date: August 18, 2000, Revised March 28, 2005
Approved By: Bill Hendry, Director of Human Resources
Approved Date: September 20, 2002; November 4, 2003

Summary

Assists as directed working in an office of Northwestern Michigan College as a student employee by performing the following duties.

Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

Essential Duties And Responsibilities include the following. Other duties may be assigned.

- Orders and maintains office supplies as directed.
- Opens, sorts, and distributes incoming mail, and collects, seals, and stamps outgoing mail.
- Delivers oral or written messages.
- Collects and distributes paperwork and records from one department to another.
- Sorts and files documents and records.
- Operates office equipment such as computer, multi-line telephone, fax machine, paper shredder, copier, and typewriter.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

No prior experience or training. Student employees must maintain enrollment of six (6) NMC credits during spring and fall semesters, and a minimum of one (1) NMC credit during summer semester to be eligible for student employment.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.