Oregon TECH

Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 0107 - Administrative Program Assist	**b. Competency Level:**
c. Effective Date 12/1/2013	**d. Position No:** H99908
e. Working Title: College Union Admin Assistant	**f. Work Unit:** College Union
g. Agency No.: 58018	**h. Agency Name:** Oregon Institute of Technology
i. Employee:	**Supervisor:** Shellie Wilson
j. Work Location: Klamath Falls-College Union	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	**Eligible for Overtime:** Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

This position supports the operation of the College Union, which supports the institution's goals and objectives and exists as an integral part of the educational and academic support services of the institution. The College Union is the central location for many activities on campus and houses several offices, including ASOIT student government, meeting rooms, Campus Dining, Subway and other units.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

The purpose of this position is to take and maintain all of the space and room reservations for the Colllege Union, provide the basic office functions for the College Union including payroll, invoicing, and A/R, help maintain the CU student manger and custodial staff, and keep the College Union maintained in a clean, safe and sanitary condition, and to assist with room preparations before, during and after all events held in the CU.

SECTION 3. DUTIES

a. Major Duties

30% Administrative Operations

Relieve the Manager of operational or administrative details by planning and implementing decisions and projects from inception to completion, and making administrative decisions on behalf of the Manager when appropriate and within established guidelines or policy, including OUS and OIT policies and procedures, College Union procedural manuals.

15% Communications of College Union

Serve as receptionist, answering general questions, directing visitors to appropriate office or person.

Regularly reviewing and maintaining the departmental website and any departmental databases.

Communicating information from the Manager to others.

Making information available to others by email, mail, telephone and the web.

Collecting and organizing information requested by the Manager from others.

20% Coordinating Processes Within College Union

Coordinate the establishment, submission and publishing of Special Institution Fees.

Coordinate and track meal plan contracts. Assist students and parents with meal plan inquiries. Coordinate requests from outsourced Food Service and Bookstore operators for facility and service support.

Issue student and staff identification cards.

25% Manage College Union Office Operations

Coordinating the efficient use of College Union student workers by posting student work jobs when available, scheduling interviews, hiring, scheduling work hours, assigning students to specific areas, serving as point person for evaluations and disciplinary action for students.

Managing departmental accounts with active purchasing activities by inputting purchase orders and invoices, reconciling accounts monthly, maintaining running balances of sub-accounts established within the department, and preparing financial reports which are relied upon by the Manager for making financial decisions.

Setting up and monitoring print accounts in PaperCut.

Deciding and placing orders for office and custodial supplies using appropriate vendors and payment methods, including direct billing, purchase order and procurement card.

b. Marginal Duties

5% Serve as Administrative Assistant to College Union Manager

Preparing and proofreading correspondence, reports, and other documents prepared by the supervisor.

Organizing and maintaining paper and electronic filing systems, initiating recurring administrative processes, coordinating projects and assisting in the completion of reports by gathering required information and preparing reports.

Maintaining security of equipment, files and records and archiving records in accordance with office policy and State regulations.

5% Contribution to Department

Contribute to the overall success of the department by performing all other duties and responsibilities as assigned,

maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality and providing excellent customer service.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Banner and Finance procedures for office duties
MSDS sheets
EMS reservations manual fro room reservations
PaperCut Printing Database

b. How are these guidelines used to perform the job?

TO help perform duties consistently and safely

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
Students	In Person, email, telephone	Provide and request information, respond to questions and complaints, determine service to be provided, explain policies, procedures, rules and regulations.	Daily
Faculty and Staff	In Person, email , telephone	Provide and request information, respond to questions and complaints, determine service to be provided, explain policies, procedures, rules and regulations.	Daily As Needed
Vendors	In Person, email , telephone	Provide and request information, respond to questions and complaints, determine service to be provided, explain policies, procedures, rules and regulations.	Daily As Needed

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Prioritization of duties and own time.

Initializing Personal Services Contracts for the College Union.

Managing Database of EMS Scheduling Software which includes initial contact, follow-up contact in the event of a room change.

Managing Database for printing via PaperCut Software which includes distributing monthly reports, department billing JV's, setting up user accounts and troubleshooting printer issues.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Work is reviewed by the College Union Manager by official annual review, and daily communication

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position: