

### SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 0104 - Office Specialist 2	<b>b. Competency Level:</b>
<b>c. Effective Date</b> 3/1/2015	<b>d. Position No:</b> H99826
<b>e. Working Title:</b> Campus Life Office Specialist	<b>f. Work Unit:</b> Campus Life
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Tech
<b>i. Employee:</b>	<b>Supervisor:</b> Josie Hudspeth
<b>j. Work Location:</b> Klamath Falls, Klamath	
<b>k. Position :</b> Full Time Academic Year Regular Hours	
<b>l. FLSA:</b> Non-Exempt	<b>Eligible for Overtime:</b> 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 Campus Life Department, which is part of the Student Affairs Division at Oregon Tech. The department is responsible for advising student leaders and staff as well as working with the development, coordination, and administration of programs, activities and events that enhance the campus community and provide social, cultural, leadership, educational and involvement experiences for the student body. The department also works with student retention and collaborates broadly across the campus and in the community interfacing with faculty, staff, students, alumni and community members. Specific support involves ASOIT, Registered Student Organizations (RSOs), New Student Orientation, Student Leadership training, the Volunteer Owls Community Service initiative, the Diversity Center, Multicultural and International Student Services (MSS/ISS), Campus Activities, the Women's Resource Center and support of Homecoming and Family Weekend. The employee must exercise strong interpersonal communication skills, diplomacy and good judgment in responding to students, faculty, and staff as well as the community at large.

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

This 10-month position (September 1 - June 30) supports the office of the Campus Life Department and coordinates a wide variety of secretarial, general office and budget reporting/record processing tasks. Position will work with the Banner system and utilize computer software to meet the word processing, database, and budget spreadsheet needs of the director and in some instances the coordinators. The position will provide reception for the department and respond to a variety of questions from students, faculty advisors, staff and the community. This position may communicate with Business Affairs Office (BAO) staff regarding club, organization and student program tasks; will help to process travel, coordinate purchases (by credit card, purchase order and event contract process); involves

frequent interaction with club advisors to gather information, investigate and problem solve with respect to BAO questions and procedures. This position may also work with the coordination of activities, programs and events; this involves reserving rooms, possible catering requests, etc.

## **SECTION 3. DUTIES**

### **a. Major Duties**

#### **RECORD PROCESSING/TECHNICAL TASKS – 50%**

Work with director to monitor club, organization and student program budgets which includes printing financial reports monthly, helping to analyze expenditures and reconciling the various incidental fee-funded accounts; helping with preparation of spreadsheets related to Financial Allocation Committee meetings during winter quarter and Incidental Fee Committee process during spring quarter. This position also may be responsible for cash deposits; procurement card reconciliation and handling various other budget monitoring tasks. Position works with clubs, organizations, student programs and media groups with respect to answering inquiries regarding their respective SAC Index budgets; may utilize FIS to look up balances, process expenditures, answer frequent questions and explain policies and procedures. This position assists director by printing out budget status reports to be used for analyzing yearly IF budget submissions.

#### **SECRETARIAL/ADMINISTRATIVE TASKS – 15%**

The position will provide reception and general office coverage for the department. Responsibilities include the following: take minutes of Campus Life staff meetings; respond to a variety of questions from students, faculty advisors, staff and the community at large; communicate with Business Affairs Office (BAO) staff regarding club, organization and student program budgeting tasks; assist in processing travel; coordinate purchases using credit card, purchase order and/or PSA contract process. This position involves frequent interaction with club advisors to gather information, investigate and problem solve with respect to BAO questions and procedures. May research and prepare travel authorizations and reimbursements as well as make travel arrangements (e.g. conference registration, lodging reservations) and follows through to complete final reimbursements. May also handle word processing and spreadsheet tasks and work with Banner system and data entry.

#### **BUSINESS FUNCTIONS – 10%**

Typical tasks in this area will include identifying space and equipment needs for the department; researching and ordering office supplies and equipment, including 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.

#### **EVENT COORDINATION ASSISTANCE - 5%**

Position may work with director and coordinators on the coordination of special events such as Orientation, Family Weekend, Homecoming, cultural, entertainment and award events with respect to booking rooms, designing programs or marketing materials, coordinating RSVP lists, etc. Our department also collaborates broadly with other campus departments and we provide assistance and support for Admissions Preview Day events, Registration events, events coordinated by the President's Office and academic departments on campus; as such the ability to work effectively with department staff, student staff, alumni and the campus community is important.

#### **TRAINING and END OF YEAR SUPPORT - 5%**

Position assists director with yearly student training and end of year events such as the ASOIT retreat Student Programs Executive Council (SPEC) Retreat, and Student Organization Awards Banquet. Help prepare the training notebook, secure information for certificates and award plaques, assist with proofreading and editing functions as needed. Involved in Registered Student Organization (RSO) Training each year and may help director to design training modules, book rooms for the training, create PowerPoint slides, create and distribute hand-outs electronically and in paper format.

#### **WORK WITH STUDENT ASSISTANTS - 5%**

Position may work with student office and accounting staff with respect to office tasks that concern the creation and maintenance of spreadsheets, coordination of travel, and utilization of FIS to process purchase orders and pay bills. Position may be involved in student training so that staff is capable of answering frequent questions and handling various requests, especially with respect to BAO procedures and accounting processes.

**STUDENT PERSONNEL and PAYROLL SUPPORT - 5%**

Work with director in support of student hiring process and payroll functions that includes helping post vacant student positions, handling payroll coordination tasks and completing payroll report forms for student staff and student leaders. This position will be responsible for monitoring the completion of training and testing requirements for new student hires in Campus Life and the Student Programs (including followup with new hires to ensure that they have completed all steps on the New Hire Checklist). Departments post positions in ASOIT, Orientation, Campus Activities, the Diversity Center, Women’s Resource Center, The Edge and Campus Life student staff; help is extended to process student hire forms, monitor and collect student time sheets and stipend report forms, perform data entry, double check all hours submitted, generate reports for signature(s), and submit to Payroll Office.

**b. Marginal Duties**

Other duties as assigned - 5%.

**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.**

This position involves extended periods of work at a desk utilizing computers and assorted software. Event set-up and tear down may require the ability to lift 30-50 pounds. Work involves frequent interruptions with the need to remain calm and work cordially with a broad range of diverse individuals and departments. The ability to multitask, prioritize and meet deadlines is essential. It is especially important that the successful candidate will have the ability to set boundaries regarding the length and frequency of non-business-related conversations, as our students tend to want to sit and visit for extended periods of time.

**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.**

A variety of policies and procedures manuals are involved in working effectively with this position, these may include, but are not limited to: Campus Life Policy and Procedure Manual, Registered Student Organization (RSO) Handbook, ASOIT Constitution and By-Laws, Diversity Center, Campus Activities and Women’s Resource Center Policy and Procedure Manuals. BAO and FIS procedure manuals are used in processing orders, invoices, journal vouchers, handling cash deposits and processing travel reimbursements. Reference manuals (secretarial) are used to determine correct grammar, punctuation rules, etc. Word processing, data entry, and report writing manuals are used for reference in the procedures and functions of computer software. Yearly training in FERPA, campus health and safety procedures is also utilized.

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

Student confidentiality is a critical component in working with student leaders and student staff members; handbooks and manuals help to guide daily implementation of position duties and responsibilities.

**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
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Department director, coordinators, ASOIT and student staff at main campus and extended centers	By phone, email or in person	Establish positive working relationships with student leaders, student staff teams and support their work at the Klamath Falls campus, the Wilsonville campus, and extended centers.	Daily, weekly, ongoing
Oregon Tech faculty advisors, club and organization officers and members	By phone, email or in person	Provide information, answer questions, investigate, troubleshoot, help with problem resolution and referral.	Daily, weekly, ongoing
Oregon Tech departments, faculty, staff, alumni, community members and general public	By phone, email or in person	Establish positive working relationships with Oregon Tech faculty, staff and departments to submit paperwork, follow rules and regulations, policies and procedures; provide administrative support to the Campus Life Director and staff.	Daily, weekly, ongoing
Vendors/artists	By phone, email or in person	Help process contracts, travel, lodging, events	Monthly, ongoing
Prospective students, parents and families	By phone, email or in person	Address questions regarding campus life, clubs, residence living, admissions and other campus departments.	Daily, weekly, ongoing
Colleagues at Wilsonville campus as well as other OUS institutions	Phone, email, sometimes in person	Establish positive relationships with staff, faculty, students and peers to better serve our students.	Daily, weekly, ongoing

## 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.**

- Screening of visitors to answer questions and provide accurate information.
- Information and referral to other campus departments or other services where required.
- Prioritization of work assignments to meet deadlines.
- Coordination with BAO staff to ensure accounting paperwork is submitted according to policies.
- Banner system used to print out budget status reports and other materials.
- FIS decisions pertaining to payment of invoices and submission of procurement card reconciliations; occurs to ensure payments are made in a timely manner and BAO/OUS procedures are adhered to.

## 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?**

Director of Campus Life, position # H99586.

Director of Campus Life will initially review work to ensure we are working within the established guidelines. Thereafter director will review the position once a year to update.

## **SECTION 9. ADDITIONAL JOB-RELATED INFORMATION**

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

The Campus Life Department is busy and the environment is upbeat, but fast paced. There are frequent interruptions and numerous questions; as such a positive attitude, strong organizational skills and flexibility are required in effective performance of duties.

There is a possibility of occasional weekend or after-hours work for this position as needed for the support of departmental events, so flexibility to meet those needs is expected. In addition, occasional travel for our annual departmental retreat and/or conference/professional development travel is a possibility.