

Position Description: Office Assistant Office of Career Development

Name of Employee:

Start Date: May 29, 2006

Job Description

The Office Assistant supports the overall mission and operation of the Office of Career Development. The scope of the Office Assistant's work is determined by the Director of Career Development. Duties may include, but are not limited to:

- Drafting business letters and memos;
- Researching companies that use OCD to recruit;
- Organizing research for readability and usability;
- Screening resumes uploaded to College Central Network and reporting findings to director;
- Updating and improving existing documents;
- Designing fliers and other marketing tools;
- Creating PowerPoint presentations;
- Proofreading and editing documents for publication;
- Conducting telephone polls;
- Providing regular updates and discussing problems and potential solutions;
- Answering the telephone and operating the "front of house" in the director's or the administrative assistant's absence;
- Performing other responsibilities as assigned.

Additional Responsibilities

The Office Assistant will:

- Report to work on time and stay for the entire shift;
- Complete and sign his or her time card;
- Maintain a "business casual" appearance;
- Conduct himself or herself in a professional manner when interacting with FMU staff and visitors to the office.

Work Schedule

The Office Assistant can work a maximum of 20 hours per week, in accordance with FMU's labor policy for student workers. The Office Assistant and director will determine the Office Assistant's schedule. The Office Assistant will notify the director by telephone if he or she cannot report to work as scheduled.

Pay Rate

\$6.00 per hour.

Confidentiality Statement

I will not divulge or improperly use any personal or confidential information regarding any student or employer during or after my employment in the Office of Career Development. Confidential information includes any information that can identify a student or employer and any record of a student or employer's use of this office.

Your Name (printed): _____

Signature: _____

Date: _____

Employee

I have read this document and I understand the information in it.

Signature: _____

Date: _____

Supervisor

Signature: _____

Title: _____

Date: _____