

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**Job Title:** OFFICE ASSISTANT 5  
**Department:** MECHANICAL ENGINEERING –  
ENGINEERING MECHANICS  
**Hourly Rate:** MINIMUM \$11.60 - MAXIMUM \$15.30  
(External candidate will receive the  
minimum hourly rate)  
**Exempt (Y/N):** NO  
**Supervisor:** Program Coordinator/ Academic  
Advisor

<p>UAW INTERNAL AND EXTERNAL POSTING 10/23/09 TO 10/29/09</p> <p>POSITION 75% FTE</p> <p>POSITION DURATION DEPENDENT ON EXTERNAL FUNDING</p>
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**SUMMARY:** Provide administrative support for the Department of Mechanical Engineering – Engineering Mechanics faculty and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Provide administrative assistance for research and accounting functions for the department. Assist with administrative aspects of research programs, including processing forms and submission of proposals and supporting documents. Provide administrative assistance for reporting requirements in relation to research project objectives, deliverables, and milestones. Maintain and utilize the department research database to collect and gather information for the compilation of various reports. Provide administrative assistance with financial transactions including check requests, reallocations, purchase requisitions, travel vouchers, payroll, deposits, and other university forms. Provide administrative support in the coordination and development of special projects, including web sites, posters/ displays, newsletters, brochures, marketing and training materials. Answer routine correspondence and draft responses to non-routine correspondence. Receive and route telephone calls when necessary. Utilize advanced functions of a variety of software packages, including database/spreadsheet, graphics, and equations, to complete projects and documents. Access and extract information and reports from Banner and Discoverer.

**SUPERVISORY RESPONSIBILITIES:**

Functional supervision may be exercised over student assistants.

**QUALIFICATION REQUIREMENTS:** 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:**

**REQUIRED:**

High school diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Three years secretarial/clerical experience.

Two years experience using personal computers and basic software packages including word processing and database and spreadsheet software.

Experience using advanced features of word processing, spreadsheet and database software.

**DESIRABLE:**

Experience using Banner, Discoverer, and Meeting Maker.

## OFFICE ASSISTANT 5 – MECHANICAL ENGINEERING-ENGINEERING MECHANICS

### **OTHER SKILLS AND ABILITIES:**

#### **REQUIRED:**

**Excellent interpersonal, customer service and written/oral communication skills.**  
**Demonstrated ability to organize and prioritize work assignments.**  
**Demonstrated ability to work independently and take the initiative to solve problems.**  
**Demonstrated ability to work with accuracy and attention to detail.**  
**Demonstrated ability to work effectively under conditions with frequent and multiple interruptions.**  
**Demonstrated ability to use judgment when dealing with confidential information.**  
**Demonstrated knowledge of proper grammar, spelling, and punctuation.**  
**Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty and staff.**

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and 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.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems 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 occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to walk and reach with hands and arms. The employee is regularly required to sit; talk or hear; and use hands to finger, handle or feel an object; and reach with hands and arms.

The employee may occasionally be required to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, color, and peripheral vision; and the 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.

While performing the duties of this job, the employee may occasionally work near moving mechanical parts.

The noise level in the work environment is usually moderate.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Height, Weight, Age, Veteran, or Marital status.