

Job Title	Office Assistant
PVN ID	YC-2308-005809
Category	Clerical/Office Services
Location	YORK COLLEGE
Department	
Status	Part Time
Hourly Rate	\$20.00-\$22.00
Hour(s) a Week	10.00-15.00
Closing Date	Oct 18, 2023 (Or Until Filled)

General Description

Under the daily supervision of a project or program officer, of a Principal Administrative Associate, or other official, provides clerical and administrative support to a program, office, or project. Following established protocols and standard office procedures, provides receptionist services or other direct contact with customers/clients. Does routine office work on computers or other office equipment. Prepares and processes paper or electronic documents and maintains files. Fills out forms, reviews completed forms, makes corrections, enters data into computers, etc. Prepares mailings, sorts and distributes mail, assists with meetings, etc.

Other Duties

- Greets diverse customers, visitors, and others with respect; makes eye contact; addresses people by name; screens visitors and phone calls as directed; refers people to appropriate staff or to other offices as appropriate; takes accurate and complete messages in English (other languages may be required at time of hire); forwards messages in a timely manner; maintains bulletin boards and keeps reception area neat;
- Provides reception/registration services at meetings, conferences, events, etc.
- Responds to routine questions and requests from clients and staff; distributes forms and applications; may review returned documents for completeness; clarifies requests; provides prompt service; explains need for any delays or additional information; keeps visitors, clients, and staff informed of progress; returns calls as appropriate;
- Identifies customers/visitors/staff with special needs and responds or refers appropriately.
- Uses standard computer software and other office technology to input, format and transcribe documents; copy and fax, input and format spreadsheets; prepare screens for presentations; input and format publications; create mailing labels; create and track emails; locate web pages;
- Organizes and maintains paper and/or electronic files using established procedures; retrieves files as requested; • Prepares, reviews, corrects, codes, and processes routine office forms, using established

standards; performs basic calculations and computations to complete forms.

- Assists staff as directed; prepares drafts and corrects errors in documents; asks direction when instructions are unclear.
- Assists in reviewing, assessing, and evaluating incoming and outgoing submissions using established procedures, such as applications, transcripts, time sheets, etc.
- Orders and stocks supplies; keeps accurate inventories and logs; tracks routine office expenditures using established forms; gets proper approvals for all purchases; receives and verifies deliveries of routine office materials; arranges pick up of special mailings;
- Sorts and distributes mail as directed; keeps related logs of receipt and responses; shelves reference materials, periodicals, and business documents appropriately;
- Seeks to develop a basic knowledge of RF products, policies, procedures, and personnel.
- Seeks to develop basic knowledge of other college resources and staff.
- Comes to work on time and dressed appropriately.
- Informs supervisor when work is completed or an assignment is needed.
- Participates in staff development and training
- Other duties as assigned.

Qualifications

- A high school diploma or its equivalent (an acceptable equivalent would be a GED), and two (2) years of full-time equivalent related work experience, OR
- Successful completion of one (1) year of post-secondary education (or 30 college credits in a matriculated course of study) and one (1) year of related work experience, OR
- An Associates Degree from an accredited college, AND
- Demonstration of the specific competencies required at the time of hire.