



**OAKLAND UNIVERSITY
PROJECT UPWARD BOUND
261 South Foundation Hall
Rochester, Michigan 48309-4401**

Phone: 248-370-3218 Fax: 248-370-3217

JOB SUMMARY: SUMMER CLERICAL ASSISTANT

JOB TITLE: Summer Clerical Assistant

HOURS: Monday – Friday between 8 am & 5 pm
32 - 40 hours per week

DATES: Vary Mid May – Mid August

POSITION(S) AVAILABLE: 1

PAY: \$9.45/hour

REPORTS TO: Administrative Secretary

PURPOSE: Provide front desk reception and phone answering; run errands on campus; and perform routine clerical duties in a busy and fast-paced environment.

PRIMARY DUTIES

- Greet incoming visitors and provide directional or informational assistance as needed.
- Answer telephone calls providing specific information or routing to appropriate personnel.
- Initiate phone calls to parents/guardians for projects that need a quick response.
- Perform accurate word-processing of lists, labels, certificates, and similar projects.
- Perform data entry and file confidential documents (must sign confidentiality agreement).
- Copy, fold, collate, staple, or fax documents and prepare mailings.
- Coordinate and facilitate teacher supply and copying orders.
- Make deliveries and pick-ups to different campus locations (which may include escorting participants)
- Keep storage areas organized and transport supplies between rooms/buildings as needed for programming (which may require some lifting).
- Document services with photos and videos. Create and maintain bulletin board displays.
- Other tasks as assigned by the Office Manager of Department Administrators.

MINIMUM QUALIFICATIONS

- Ability to clearly enunciate words in Standard English with a working knowledge of proper grammar, spelling, and punctuation in written form.
- Ability to successfully interact with the public, students, faculty, and staff from all backgrounds.
- Ability to stay focused in a highly busy, quickly changing, and sometimes loud environment.
- Computer literacy, especially with MicroSoft Office Suite, with medium-duty word-processing skills.
- Ability to operate standard office machines and telephone units; and bend, stretch, lift, and transport.
- Ability to utilize standard office resources (including Internet, digital camera, video camera).

A CLERICAL SKILLS ASSESSMENT WILL BE ADMINISTERED TO TEST TYPING, FILING, AND COMMUNICATION SKILLS.

DESIRED QUALIFICATIONS

- One academic year of successful general office work, preferably in a university setting.

Preference will be given to students who work in PUB during the immediately prior academic year.

All interested candidates should visit our “Jobs” link at www.oakland.edu/upwardbound to fill out an online application and email your cover letter and resume to pub@oakland.edu.