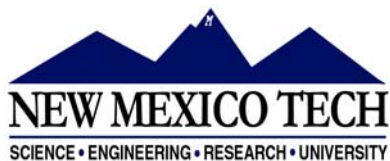


Posted: October 29, 2018



POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST

DEPT: IRIS/ PASSCAL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: November 6, 2018* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Assisting with documentation and record keeping for shipments of PASSCAL equipment; assisting with staff travel including arrangements, requisitions and expense reports; Reception/Front Desk responsibilities include answering telephones and providing information to callers, taking messages, or transferring calls to appropriate individuals. Greet visitors and callers, handle their inquiries, and direct them to the appropriate person according to their needs. Maintain scheduling and event calendar. Learn to operate new office technologies as they are developed and implemented. Work with other campus units on management of personnel, payroll, ISD billing, travel, and other issues for staff and visitors. Liaison with facilities management; and Coordinating meetings and special events.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Formal diploma/certificate/degree program of 6-18 month after high school desired. 5-7 years progressive administrative experience required. Demonstrated proficiency with Microsoft Office Suite required. Excellent communication skills, customer service and interpersonal skills required. Ability to self-motivate and work independently required. Excellent organizational skills required.