Peru State College

Student, Part-Time, and/or Temporary Employment

Job Description

Title: Office Aide IV

Purpose: To provide office assistance in a professional manner to the office on campus to which assigned.

Duties and Responsibilities: Perform office duties as described by the supervisor of the area in which aide is placed. Duties may include filing, photocopying, processing mailings, telephone coverage, communicating with campus community and visitors, computer data entry, and other duties as assigned. Duties assigned will be more complex and require advanced skills. Unsupervised office coverage may at times be required, therefore, OA III IV should be able to answer most questions and handle the day-to-day operations of the office. OA IV will utilize independent thought and judgment regarding the prioritization of tasks assigned and may serve as first point of contact for office. May be assigned work on administrative projects, trouble-shoot problems, and recommend solutions tasks that require a higher degree of detail than tasks assigned to OA I, II, or III). May work with confidential information.

The preceding is a brief general description of the duties and responsibilities associated with this position, and may be subject to modification by the supervisor.

Preferred Qualifications: Must possess previous office/clerical experience and have advanced office skills in the areas of typing, computer software programs, math and record keeping, and have knowledge of customer service and telephone techniques/etiquette; be a self-starter, punctual and reliable. Aide shall be capable of working without immediate supervision, and shall respect confidentiality of information processed. Must possess demonstrated organizational skills as well as effective verbal and written communication skills.

Wage Rate: Wage rates are listed on the current job title and pay scale table. Please visit with the Director of Financial Aid for specific information.

Dates of Employment: Dates of employment will generally conform to the beginning and ending dates of the academic term, or in certain instances will be determined by the Director of Financial Aid.

Supervision: Supervision will be provided by the director/supervisor of the area to which the worker is assigned, or by said individual’s designee.