

Office Support Specialist
Northern Illinois University

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Posted Sep. 15, 2020, set to expire Jan. 15, 2021

Job Title	Office Support Specialist
Department	Lorado Taft Operations
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Sep. 15, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Primary Function

This position works out of our Lorado Taft Campus in Oregon, IL

The Office Support Specialist performs the administrative functions of the Lorado Taft Field Campus programs and facilities. This includes managing the main office, performing clerical duties for the director and department heads, acting as receptionist and switchboard operator, managing payable and receivable accounts, and record keeping, among other responsibilities.

Duties and Responsibilities (generally)

1. Clerical Assistance in Financial Management
2. Clerical Assistance in the Coordination of Campus Department Activities
3. Clerical Assistance in Personnel Related Tasks
4. Office Management and Reception

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Minimum Required Qualifications for this position

1. High school graduation or equivalent.
2. One (1) year (12 months) of work experience comparable to the second level of this series.
3. Any one or any combination of the following, totaling two (2) years (24 months) of experience in the categories below:
 - A. work experience performing office/clerical activities, including use of computer systems
 - B. college or university course work in any curriculum
 - twelve (12) semester hours = six (6) months
 - twenty-four (24) semester hours = twelve (12) months
 - thirty-six (36) semester hours = eighteen (18) months
 - forty-eight (48) semester hours = twenty-four (24) months

Specialty Factors (Additional Required Qualifications)

Education and Experience Preferred

- Prefer experience at an outdoor education facility.
- Prefer knowledge of NIU processes / procedures.

List the knowledge, skills, and abilities critical to the performance of this position.

- Teamwork attitude is necessary.
- Customer service skills
- Competent in use of Microsoft Office suite
- Office management skills
- Experience in Financial Admin (invoicing, receiving and paying invoices, etc.)
- Success in managing multiple short and long-term tasks and projects, ability to prioritize work

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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