

Office Support Specialist  
Northern Illinois University

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Downloaded On: Dec. 3, 2020 8:57pm

Posted Sep. 16, 2020, set to expire Jan. 15, 2021

<b>Job Title</b>	Office Support Specialist
<b>Department</b>	Lorado Taft Operations
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Sep. 16, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	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

**Contact Information**

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

**Contact**