



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Office Coordinator I

Job Posting #0806-005

POSITION INFORMATION

Residential Programs

Position Number 999921

Posting Date: June 20, 2008

SALARY

\$24,186. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Under general supervision, performs secretarial and general office clerical work for the Office of Residential Programs.

TYPICAL DUTIES

1. Serves as receptionist for the department, greeting staff, faculty, students, visitors and others.
2. Receives fee payments and prepares cash receipt for payee.
3. Prepares daily cash report and balances cash drawer.
4. Answers the telephone, routes calls, takes messages, and/or makes appointments.
5. Answers questions about room and board fees, installment plans, and other student housing-related subjects.
6. Prepares and maintains student and departmental administrative files.
7. Ensures adherence to records maintenance, confidentiality, and related practices and policies.
8. Assists in reviewing Deposit Refund Requests that do not require submission of additional documentation and/or which may be verified by checking automated student records system.
9. Assists in completing the processing of these requests in accordance with university and/or departmental policies.
10. Enters student housing application information into automated system.
11. Prepares and submits weekly Housing Applications/Cancellation Report to Director.
12. Distributes reports to other campus constituents.
13. Reports delinquent accounts to collection agencies as necessary.
14. Serves as department point of contact for contracted collection agency.
15. Conducts routine research into account history, verifying and/or forwarding information as appropriate to collection agency.
16. Updates and maintains delinquent account files and balances owed as recorded in automated system and card files.
17. Types memos and letters; prepares rosters, travel requisitions, time sheets, forms, reports, and related materials.
18. Proofreads documents, reports, and related materials for accuracy and completeness.
19. Assigns requisition numbers to purchase requests submitted by the Director.
20. Records departmental expenditures by budget account number and appraises Director of budget status.
21. Assigns door access pin numbers, processes meal plan changes, runs and reconciles patron reports and provides weekly meal plan count to Food Service.
22. Orders and maintains office supply inventories.
23. Provides training and supervision to student and/or temporary personnel, as assigned.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of secretarial, clerical, basic accounting, and general office procedures and practices; spelling, grammar, and punctuation;
- Advanced knowledge of word processing and spreadsheet applications and software;
- Ability to perform basic mathematical calculations;
- Ability to type 45-50 WPM;
- Ability to organize and complete tasks in an accurate and timely manner;
- Ability to perform work requiring accuracy and attention to detail;
- Skilled in the operation of personal computers, typewriters, and other office equipment;
- Skilled in oral communication and interpersonal relations.

QUALIFICATIONS

Possession of a high school diploma, GED certificate, or equivalent. Three years of secretarial or equivalent experience.

APPLICATION REQUIREMENTS

- ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

Open until filled, but may close anytime after July 3, 2008.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER