



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

OFFICE ASSISTANT (PART-TIME)

ACADEMIC MEDIA CENTER

POSITION REFERENCE NUMBER: 10112-95

GENERAL FUNCTION

This position supports the work of the Director and staff of the Academic Media Center (AMC).

RESPONSIBILITIES

1. Provides administrative support for the Director, staff and operations within the AMC, including the TV studio, radio station, Digital Media Arts Consortium and equipment room.
2. Works in conjunction with AMC Director and Production Coordinator to schedule work-study students and interns.
3. Collects and tabulates data from time logs for radio and TV shows.
4. Prepares purchase orders and tracks account payables and receivables; organizes and submits credit card statements for the AMC staff.
5. Maintains orderly filing system to meet general office needs, orders/maintains office supplies. (Includes keeping paper supplied at main copier/printer).
6. Organizes data for reports and proposals for the AMC Director and staff.
7. Attends AMC staff meetings, takes and distributes meeting minutes.
8. Creates mailing lists, email groups and mass mailings as needed.
9. Maintains AMC master calendar.
10. Assists as needed in the operation of the equipment room.
11. Answers phones and serves as receptionist, screens and directs calls.
12. Coordinates meetings and request for services/repairs as needed.
13. Tracks PTO days for AMC staff.
14. Creates announcements and adds/maintains content to Channel 98/16.
15. On occasion may need to drive on behalf of the University.
16. Performs other duties as related to the position.

MINIMUM QUALIFICATIONS

1. Associate's Degree or equivalent work experience; Bachelor's degree preferred.
2. Valid Driver's License.
3. Excellent oral, written communication and organizational skills; ability to handle confidential information.
4. Ability to interact effectively with students, faculty, staff and the public.
5. Ability to work independently and collaboratively.
6. Proficient in Google Apps (Mail, Calendar and Drive), as well as Microsoft Office, and other media software packages, such as Excel, Word, Publisher and knowledge of Web software applications.



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OTHER INFORMATION

Exemption Status: **Non-Exempt**

Post Date: **July 5, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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