Administrative Assistant, Franciscan Institute Publications

**BASIC FUNCTION:** Provides entry level clerical part time temporary support and assistance to the department and to support in the process of outgoing orders from FIP warehouse.

**QUALIFICATIONS:** High school diploma required. Solid knowledge of the Microsoft Office Package, including Word, Excel, and Outlook.

**GENERAL RESPONSIBILITIES:**
- Prepare and processes invoices. Pulls and packs inventory to prepare for shipment.
- Performs various day-to-day clerical functions to include but not limited to: typing and or data entry, filing, participates in the preparation of reports and sorting and distribute mail.
- Provides receptionist functions by screening and directing telephone calls; takes and relays messages.
- Confers regularly with immediate supervisor to coordinate activities, exchange information and resolve problems.
- Ability to drive a car and travel for the University on an occasional basis.
- Other duties as assigned.

**SCHEDULE:** This is a part time temporary non-exempt position and work schedule will be arranged with the supervisor to best provide clerical coverage to the Department. The incumbent must be flexible to meet the department’s needs.

Application review will begin immediately and continue until the position is filled. Interested candidates may send a cover letter and resume via email to jzimmer@sbu.edu

*St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community. Applicants must be able to pass a criminal background check. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.*