

**Facilities Office Support Associate**

**Job Purpose:** Performs general office support tasks including basic data entry, light bookkeeping, scheduling, and /or receptions duties. This is a customer service based department that interacts with both the campus community and outside vendors on a daily basis. With more experience in the position, incumbent will be allowed more decision-making authority and independence in prioritizing tasks, policy interpretation and/or budget expenditures. This position will require use and familiarity of specialized terms, protocols, and practices associated with a Maintenance/Housekeeping department.

**Required Education/Experience:** High School diploma or Equivalent plus seven years of experience working in an office setting; or an Associate’s Degree in business or related field and five years of experience.

**Knowledge, Skills, and Abilities:**

* Proficient in the use of Microsoft Office software (expert level preferred), specifically, Word, Excel and Outlook as well as the ability to stay current with emerging office technologies.
* Able to process forms; verify data for accuracy, completeness and compliance within established procedures; enter data into computer system; identify problems and propose feasible solutions.
* Ability to type, compose and edit correspondence, memos, letters, agendas and reports; revise schedules, forms, reports, records, make travel arrangements, assist with special events and other projects.
* Ability to work independently with limited supervision, take initiative, handle emergency situations in a professional efficient manner

**Essential Functions:**

* Responsible for the daily operation and oversight of the *School Dude* work report system.
* Attends meetings and transcribes and distributes minutes as requested.
* Confers regularly with immediate supervisor to coordinate activities, exchange information and resolve problems. Ensures that all required supplies are available as needed and that the facility and equipment are in proper working order.
* Provides data entry: Inputting, modifying, and/or correcting designated information on the computer; retrieving data using pre-written programs or requiring minor program modifications; assists in maintaining accurate, regularly-run computer generated reports.
* Sets up and uses a variety of specialize typing formats; types detailed, technical, and/or computer generated reports.
* May serve as backup or supplement to Central Receiving area.

**Working Conditions:**

Standard office environment. Regular exposure to computer screens. Occasional to regular exposure to dust and noise associated with a facilities department.

 **Interested parties** should please send a cover letter, resume and contact information for three references to hr@sbu.edu

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In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.