

Date: December 21, 2011

POSITION DESCRIPTION

NAME:

CLASSIFICATION: Office Support Associate

DEPARTMENT: Medical Microbiology, Immunology & Cell Biology

POSITION NUMBER: N9976

FUNCTION:

The function of this position is to assist the staff and faculty in the Department of Medical Microbiology, Immunology and Cell Biology. The incumbent will perform a variety of office support functions designed to implement, maintain, and execute effective office procedures and workflow. This position will provide full time secretarial support to Dr. Sophia Ran, Dr. Deliang Cao, Dr. Yin-Yuan Mo, Dr. Daotai Nie and Dr. Edward Gershburg. This position will also provide partial support for the Business Manager.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to Risa Kirkpatrick, Biomedical Research Administrator, who reports to Morris D. Cooper, Ph.D., Professor and Chairman of the Department of Medical Microbiology, Immunology and Cell Biology.

DUTIES AND RESPONSIBILITIES:

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

As support for Drs. Ran, Mo, Cao, Nie and Gershburg this position will be responsible for all secretarial duties for these faculty members.

Keyboards documents such as letters, memos, grants, manuscripts, lab procedures, protocols, lab reports, curriculum vitae, invoice vouchers, purchase requisitions, envelopes, lists and labels. Keyboards IDF purchasing forms and other electronic forms in AIS. 30%

The incumbent will also be responsible for keeping a calendar, arranging meetings and/or conferences and making travel arrangements 20%

for these meetings and follow up with appropriate vouchers for reimbursement.

Provides secretarial and fiscal support for the departmental business manager. This includes typing purchase requisitions and invoice vouchers in AIS and FAS, budget forms, work orders and other forms as requested by the business manager or above named faculty's laboratory. 15%

Coordinates travel arrangements for guest speakers and plans lunches for the guest speaker and the departmental graduate students. Prepares IDFs to pay honorarium, and reimbursement for expenses incurred by the speaker. 15%

Proofreads materials produced and corrects typographical and incidental errors in spelling, punctuation and grammar. 5%

Creates, updates, revises, and retrieves records and files. 5%

Operates and has a working knowledge of copy machine, departmental fax machine, laser printers, Xerox color printer, word processor, and other office equipment as required. 5%

Performs other related duties as assigned. 5%

KNOWLEDGE NEEDED FOR THE JOB:

Knowledge of Word, WordPerfect, Power Point and Excel, along with any other programs used to perform duties as listed above.

Knowledge of office methods and procedures.

Ability to work effectively with others.

Ability to work under pressure with short turnaround time.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Office Support Associate

Position No. (If applicable): _____ Department: Medical Microbiology and Immunology-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	5 - 10 lbs.				<input type="radio"/>
Carrying	5 - 10 lbs.				<input type="radio"/>
Lifting	5 - 10 lbs.				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief. _____ I have read, understand and am capable of meeting the physical and environmental requirements of this position.