

**Work Study/Clerical Assistant
Colorado Commission on Higher Education
Division of Academic Affairs**

GENERAL SUMMARY:

Provides administrative and secretarial/clerical support to CCHE administrative staff in the division of Academic Affairs, including providing assistance on special projects, office work flow, correspondence, faxing, filing, data compilation and recordkeeping. May perform duties of a sensitive and confidential nature, such as handling confidential files and information that is embargoed/not available to the general public. Aids professional staff by coordinating office services, simplifying recordkeeping procedures, handling routine correspondence. May assist in copying, faxing, and filing. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment and secretarial/clerical techniques; knowledge of business English, spelling and arithmetic; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

ESSENTIAL JOB FUNCTIONS:

Uses personal computer to prepare *Excel* documents, *Word* documents, and *Microsoft Publisher* documents.

Maintains records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.

Types routine correspondence and reports from handwritten copy using personal computer.

Picks up and delivers materials as required.

Operates office equipment such as photocopier, fax machine, calculator and telephone.

Operates personal computer to access e-mail, electronic calendars, and other basic office support software.

SCOPE OF RESPONSIBILITY:

Is familiar with the CCHE, its work and mission and role with regard to Colorado's state postsecondary education system. Is sensitive to the interrelationship of both people and functions within the department.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Proficient keyboarding, word processing, and file maintenance skills

Effective communication and interpersonal skills

Basic math skills and calculator operation

Ability to use personal computer and software to develop spreadsheets, and word processing documents

Ability to use copier, fax machine and multifunction telephone system