



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Office Clerk II
PERSONNEL STATUS: Contingent II/Non-Exempt
DEPARTMENT: Research and Sponsored Programs
OPEN DATE: August 31, 2015
CLOSING DATE: September 14, 2015

Responsibilities: Provides clerical support to the Office of Research and Sponsored Programs; plans work flow of assigned clerical tasks or functions; processes a variety of documents requiring knowledge of relevant departmental policies and procedures; assembles, compiles and edits data and records; identifies and resolves clerical processing problems; recommends new or revised procedures; receives and directs calls and visitors; responds to moderately complex inquiries; makes referrals to professional staff, academic departments and others; maintains manual and automated record-keeping filing systems; enters requisitions; enters and retrieves data; codes, sorts and files documents; operates office equipment such as computers, calculators, facsimile machines and photocopiers; other duties as assigned.

Qualifications: High School diploma or GED required. Minimum two (2) years of clerical experience required. General knowledge of office practices, procedures, equipment, grammar, spelling and punctuation; skill in preparing reports, operating manual and automated office equipment; performing mathematical computations; and routine clerical tasks such as filing; ability to plan and independently perform clerical tasks; understand and interpret policies and procedures; communication effectively both orally and in writing; to follow oral and written instructions; to establish and maintain effective work relationships.

SALARY: \$27,420 - \$29,500

GRADE: 5

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu

Bowie State University is an Equal Opportunity/Affirmative Action Employer
Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.