



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Switchboard Operator

**PERSONNEL STATUS:** PIN/Non-Exempt

**DEPARTMENT:** Telecommunications

**OPEN DATE:** May 22, 2015

**CLOSING DATE:** June 8, 2015

**Responsibilities:** Answers and completes incoming calls, logs in incoming invoices and processes expense vouchers for payment; assists in sorting and delivering monthly bills to departments; maintains late notices; files and maintains bills; performs other related duties as assigned.

**Qualifications:** High school diploma or GED required. Minimum one (1) year of experience in telephone operations required. General knowledge of telephone equipment; ability to interact with callers in a pleasant and courteous manner with heavy traffic on the switchboard; ability to work independently, multi-task, prioritize and be a self motivator.

**SALARY:** \$23,980 - \$28,822

**GRADE:** 3

**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.***