

Bowie State University Federal College Work-Study Position Description

Title: *Office Assistant Intern*

Department: Center for Research and Mentoring of Black Male Students and Teachers (CRM-BMST).

Department Approval By:

Date: January 15, 2023

REPORTS TO: Director, Center for Research and Mentoring of Black Male Students and Teachers (CRM-BMST).

PURPOSE: The Research Assistantship under the direction of the Director for the Center for Research and Mentoring of Black Male Students and Teachers a regular faculty member who conducts research projects. The Research Assistant is responsible for assisting the faculty member in a variety of non-administrative tasks which may include preparing resources, and materials for the research, documenting results, etc. in support of the Centers research activities. Research projects should ideally lead to a thesis, whitepaper, publication or be directly related to the student's area of study. The research project is intended to provide the opportunity to learn proper research procedures and techniques. The supervising faculty is responsible for providing ongoing feedback and a formal assessment at the conclusion of the assistantship.

DUTIES & RESPONSIBILITIES:

- Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required.
- Opens and routes incoming mail; distributes correspondence and other material to department staff/faculty.
- Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
- Copies and/or duplicates materials as requested; may oversee day-to-day operation of copy machine; may prepare and transmit facsimiles for the unit.
- Establishes, maintains, processes, and/or updates files, records, and/or other documents.
- May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position.
- May order, stock, and distribute office supplies.
- May run various routine errands, as required, for the unit/department.
- Performs miscellaneous job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

The applicant should have knowledge and oral/written communication skills to discuss and document research progress. Ability to work independently, accurately and to problem solves technical and methodological issues that arise during the research. Ability to apply sound research techniques, methodology and logical critical analysis. Strong organization and interpersonal skills.

- Records maintenance skills.
- Ability to maintain calendars and schedule appointments.
- Ability to understand and follow specific instructions and procedures.
- Ability to prepare and print routine correspondence, labels, and/or other basic written material.
- Word processing and/or data entry skills.
- Skill in the use of operating basic office equipment.
- Receptionist skills.

MINIMUM TRAINING & EXPERIENCE: General awareness of historical and existing research methodologies.

CONDITIONS OF EMPLOYMENT: Applicant must meet all requirements establish by BSU to secure Work Study position

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