Office Specialist Senior

The Department of Information Systems at the W. P. Carey School of Business is seeking a highly motivated and creative individual who can manage multiple tasks and priorities that require self initiative, independent judgment and attention to detail. This position interacts with faculty, staff and administrators at all levels of the university.

Essential Duties

- Customer service support for the main department front office, including receiving and screening telephone calls and visitors, and responding to inquiries.
- Class Scheduling support for the department, including maintaining the academic year calendar of classes for the department, reserving and requesting class or conference rooms, monitoring enrollments, scheduling final exams, etc.
- Administrative support for the Department, including processing hiring and personnel transactions for students, working as Department’s Time Administrator to monitor leave requests and hourly employees’ time, managing and approving time for the student worker workforce within the department; maintaining record-keeping systems and key and computer inventories, opening and reviewing incoming mail, scheduling meetings, conferences, seminars, and special events, maintaining the office calendar, coordinating all office moves, coordinating catering for department events, and managing all department facilities.
- Financial support for the Department, including placing orders and providing full documentation for orders on state, local and foundation accounts; assisting with disbursement forms, quotes and reviewing invoices; placing orders using the Purchasing Card; assisting with travel and reimbursement claims.

DAYS AND SCHEDULE: Monday-Friday 8:00AM-5:00PM. Schedule may include some evenings and weekends as well as some travel.

Minimum Qualifications

Five (5) years of increasingly responsible office/clerical experience, which includes one (1) year in a directly related function; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Experience in processing travel authorizations
- Experience in handling confidential information
- Experience in academic scheduling
- Experience in managing student workers
- Experience in working in a customer service environment applying problem solving, decision-making and organizational skills
- Evidence of effective verbal and written communication skills
- Experience in using Microsoft Office applications (Word, Excel, Outlook, Access, PowerPoint)
- Experience in using financial and payroll systems such as Advantage and PeopleSoft

Working Environment

Answer phones: direct callers and visitors to appropriate departmental staff; schedule meetings, conference; handle and file confidential information; processes accounting documents and travel claims; maintain databases; uses computer; communicate orally and in writing.

Department Statement

The information systems program at the W. P. Carey School of Business has long been recognized as one of the finest in the country. We provide students with hands-on exposure to real-world business processes and strategies. Our information systems faculty members are nationally reputed leaders in their respective fields. They have designed state-of-the-art programs that are enhanced by our outstanding relationship with our Executive Advisory Board. Our programs prepare our students to leverage information technologies to innovate and transform industries, business models and processes.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city; ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.
Only electronic applications are accepted for this position.