



## **OFFICE OF HUMAN RESOURCES**

### **POSITION ANNOUNCEMENT**

**POSITION TITLE:** Office Assistant  
**PERSONNEL STATUS:** PIN/ Non-Exempt  
**DEPARTMENT:** Office of the Provost  
**OPEN DATE:** December 7, 2006  
**CLOSING DATE:** January 7, 2007

**Responsibilities:** Receives and directs incoming calls and visitors. Responds to general inquiries regarding office operations. Assists in maintaining records and filing systems. Assembles and compiles basic data according to specific instructions. Utilizes manual and automated methods to enter and retrieve data. Prepares and assists in preparing bulk mailings. Delivers, post and retrieves documents and materials on campus. Operates office equipment such and single and multi-line telephones, personal computers, typewriters, facsimile machine and photocopiers

**Qualifications:** High School Diploma or GED. Ability to read, spell accurately, and write legible; to communicate effectively; to operate automated office equipment and maintain effective work relationships. Must be able to follow oral and written instructions.

**SALARY:** \$ 18,268 - \$27,050                      **RANGE:** 2

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/vitae BSU employment application and names, addresses and telephone numbers of three employment references to:

**Associate Director of Employment  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715**

**Bowie State University is an Equal Opportunity /Affirmative Action Employer**  
To download the BSU application, go to [www.bowiestate.edu/about/hr/form.asp](http://www.bowiestate.edu/about/hr/form.asp)  
*In accordance with Jean 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 campuses.*