

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Office of Multicultural Student Services (OMSS) Assistant
Location:	Big Rapids (Main Campus)
Department:	62300 - Multicultural Student Services
Advertised Salary:	\$17.87 hourly rate pursuant to the FSU and CTA/MEA-NEA agreement
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	Clerical-Technical Association (MEA-NEA)
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	This position provides full-time continuing support to the Office of Multicultural Student Services (OMSS). Responsibilities include the performance of a variety of complex accounting duties to facilitate budgetary management and planning. This position reports to the Director of OMSS and provides support for the Director and other staff as needed.
Position Type:	Staff
Required Education:	Satisfactory completion of two years college or equivalent. The requirements listed are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered. Equivalency for education is two years of full-time related work experience equals one year of education.

Required Work Experience:	Two years full-time secretarial work experience to include bookkeeping, proficiency with Microsoft Office Suite programs, supervisory responsibility, and public contact.
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Moving • Sitting • Lifting • Repetitive Movement
Additional Education/Experiences to be Considered:	Experience working in a higher education environment and knowledge of the Banner system.
Essential Duties/Responsibilities:	<p>Answer or refer inquiries from students, faculty, staff, and the general public regarding established policies and procedures.</p> <p>Coordinate special departmental functions such as recruitment activities, meetings, and all events associated with annual departmental programming, by scheduling facilities; arranging for services and equipment; and processing contracts, requisitions, and all work orders through AIM.</p> <p>Establish and maintain filing and recordkeeping systems.</p> <p>Independently answer routine correspondence. Draft non-routine correspondence for review and approval of supervisor.</p> <p>Input, retrieve, download and output information utilizing a computer to access various software programs and systems.</p> <p>Process all necessary paperwork for student employees. Provide training and direction of student employees, as assigned.</p> <p>Perform any/all duties as defined in the Secretary Level 1, Secretary Level 2, and Account Clerk Level 2 position descriptions.</p> <p>Perform bookkeeping/recordkeeping/calculations for employee assignments, departmental budget expenditures, encumbrances, balances and reconciliations, and deposits for the general office, the MI GEAR UP Program, and the LGBTQ+ Resource Center. Process monthly budget reports for the Director. Keep detailed record of accounts for state grant reporting.</p>

	<p>Plan expenses and monitor travel budget for staff via the Concur system.</p> <p>Prepare and maintain information for such documents as correspondence, memos, reports, etc. using computer software such as word processing, spreadsheet, database and file management.</p> <p>Research information as background for incoming and outgoing communications.</p> <p>Attend meetings and conferences in absence of supervisor.</p> <p>Provide direct clerical support for the Director such as planning and processing travel and expense reports.</p> <p>Provide student referrals recommendations to other departments, as needed.</p> <p>Coordinate and maintain the Director's calendar, such as scheduling appointments as needed.</p> <p>Take meeting minutes at specified departmental meetings as assigned.</p> <p>Carry out supervisory responsibilities in accordance with University policies and applicable laws.</p> <p>Maintain the confidentiality of designated information.</p> <p>Demonstrate excellent attention to detail.</p> <p>Interpret student problems and direct students to the proper resource.</p> <p>Operate a variety of office machines and equipment such as computer, facsimile, multi-line telephone, copier, calculator, to include making minor adjustments (requires some mechanical aptitude).</p> <p>Supervise, direct, and train others in the performance of the characteristic duties.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p>
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	Any other duties assigned within the position classification area.
Marginal Duties/Responsibilities:	
Skills and Abilities:	<p>Ability to communicate effectively with a variety of students, faculty, staff, and visitors in a variety of situations.</p> <p>Ability to perform complex budget/mathematical operations with accuracy.</p> <p>Ability to plan, organize, and make sound judgments and decisions.</p> <p>Ability to utilize the rules of proper grammar, correct spelling, and punctuation, and correct arrangement of information.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	<p>Unofficial Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript showing satisfactory completion of two years if applicable. If you do not have a transcript, please write a justification explaining how your work experience is equivalent to the required education and attach that justification in lieu of the transcript.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript (if applicable).</p>
Initial Application Review Date:	July 10th, 2023
Open Until Position is Filled?:	True
Posting Close Date:	

Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .