

**PROVIDENCE COLLEGE
POSITION DESCRIPTION QUESTIONNAIRE "A"**

Employee Name: _____ **Prepared Date:** _____

Department: _____ **Prepared By:** _____

Reports To: _____ **Approved By:** _____

I. POSITION PROFILE:

This position provides basic office support to an office or work unit. Requires general familiarity with an office environment. Job duties are clearly defined and performed according to specific instructions, established work routines and under close supervision of daily activities. The position works within established policies and procedures of the department and the College.

II. PRIMARY DUTIES AND RESPONSIBILITIES

**Indicate % of time
if applicable**

A. Primary Duties and Responsibilities:

- | | |
|---|--------------|
| <ul style="list-style-type: none"> • Answers phones, greets and directs visitors to appropriate areas or persons; | <p>_____</p> |
| <ul style="list-style-type: none"> • Sorts, opens and distributes individual or departmental incoming mail, and prepares outgoing mail; | <p>_____</p> |
| <ul style="list-style-type: none"> • Organizes and maintains calendars, schedules and filing systems; | <p>_____</p> |
| <ul style="list-style-type: none"> • Produces correspondence and documentation through typing, word processing, formatting, collating, photocopying, binding, etc., according to the standards of the department and the College; proofreads for accuracy; | <p>_____</p> |
| <ul style="list-style-type: none"> • Performs basic computer functions including word processing, data entry, updating pre-formatted documents, printing reports, and email; | <p>_____</p> |
| <ul style="list-style-type: none"> • Operates fax and copy machines; | <p>_____</p> |
| <ul style="list-style-type: none"> • Reserves/schedules meeting rooms and makes arrangements for equipment, seating, and refreshments; | <p>_____</p> |

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A. PRIMARY DUTIES AND RESPONSIBILITIES (cont'd):	Indicate % of time if applicable
<ul style="list-style-type: none"> • Performs basic mathematical functions on adding machines/calculators; • Makes decisions within established practices and precedents, requiring minimal interpretation or analysis. 	<p>_____</p> <p>_____</p>
Total Section A	_____
B. ADDITIONAL PRIMARY DUTIES AND RESPONSIBILITIES:	
Please indicate any other primary duties and responsibilities that are essential to this position.	
<p>1. _____</p> <p>_____</p> <p>_____</p> <p>2. _____</p> <p>_____</p> <p>_____</p> <p>3. _____</p> <p>_____</p> <p>_____</p>	<p>Indicate % of time</p> <p>_____</p> <p>_____</p> <p>_____</p>
Total Section B	
Total of Sections A & B	_____ 100% _____

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C. REQUIRED KNOWLEDGE AND SKILLS:
Please indicate type of skill required and specific examples of how it is used on the job.

SKILLS	EXAMPLE(S) OF APPLICATION
<input type="checkbox"/> Typing	
<input type="checkbox"/> Shorthand	
Software Applications:	
<input type="checkbox"/> Windows-based Operating System	
<input type="checkbox"/> Word Processing	
<input type="checkbox"/> Spreadsheets	
<input type="checkbox"/> Databases	
<input type="checkbox"/> Graphics	
<input type="checkbox"/> Desktop Publishing	
<input type="checkbox"/> Email	
<input type="checkbox"/> The Internet	
<input type="checkbox"/> HTML	
<input type="checkbox"/> Other	

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D INTERACTIONS AND CONTACTS:

Please indicate type of contact/interaction encountered in the routine performance of the position.

CONTACTS	Little or no contact	Exchange routine information	Discusses semi-complex information	Example
Administrative Staff				
Faculty				
Parents				
Support Staff				
Students				
Vendors				
Others				

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E. ADDITIONAL INFORMATION:

1. Please indicate the title(s) of other personnel directly supported by this position.

2. Indicate any quantitative scope data that will help us understand the volume and types of activities associated with the job. (Scope data specifically pertains to positions that may require high volume or cyclical activities).

3. PHYSICAL REQUIREMENTS:

For the purposes of compliance with the American’s with Disabilities Act, indicate the types of physical effort required to perform the essential functions of this job outside of the normal work environment.