

# MARIST COLLEGE

Office of Human Resources

## Public Affairs Assistant (CL-2)

---

### Department

Advancement

### Summary

Perform a wide variety of complex clerical and technical functions in support of the Office of Public Information. Work will be completed under varying degrees of supervision and may require some independent decision making

### Duties and Responsibilities

- Serve as initial contact over the phone, in person and online, for students, faculty, staff and the general public. Answer questions as able or refer inquiries to appropriate person
- Create or update various documents and correspondence; check for accuracy
- Assist in coordinating, scheduling, and planning of college events, including mass mailings
- Maintain office supply inventory and place orders when needed
- Provide detailed information to students, employees and the general public regarding college and community activities or programs
- Maintain calendars, and schedule appointments as necessary
- Enter, manage and maintain information in department computer systems
- Open and distribute office mail; process outgoing mail
- Train and supervise student workers when needed
- Possess intimate knowledge of institutional structure
- Consistently demonstrate courtesy, tact, and professionalism
- Perform other job-related duties as required

### Requisite Skills

- 1B-Intermediate Reception/Response  
Consistently demonstrates ability to provide routine responses and basic information from inquiries (telephone, e-mail, or in-person) with minimal guidance. Directs visitors as needed
- 3B-Intermediate Calendar Management  
Consistently demonstrates ability to track and coordinate calendar of supervisor and/or department, (tasks, meetings, events, schedules, correspondence), schedule meetings with minimal consultation with supervisor, and notify participants
- 5B-Intermediate Written Communication  
Consistently demonstrates ability to create routine correspondence or update template or samples with speed and accuracy. Utilizes a comprehensive knowledge of supported word processing software
- 6B-Intermediate Office Organization  
Consistently demonstrates ability to manage operational aspects of the office with minimal to no supervision, including time management, information distribution, and project deadlines. Consistently demonstrates ability to file documents and student records using standard filing procedures as well as a familiarity with retention policies
- 7B-Intermediate Record & Data Processing  
Consistently demonstrates ability to process routine forms and records quickly and accurately, using multiple programs, and investigate and resolve problems such as missing or inaccurate data. Consistently demonstrates attention to detail
- 15C-Advanced Interpersonal Communication  
Consistently demonstrates high communication skills, and sensitivity to the concerns or interests of others in conveying information. Demonstrates the understanding of factual information and the use of persuasion tactics to help others identify solutions or possible alternative courses of action
- 18C-Advanced Organizational Knowledge  
Consistently demonstrates extensive knowledge of entire College and outside organizations