



Example of Office Services Specialist Job Description

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Our innovative and growing company is hiring for an office services specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for office services specialist

- Act as primary contact for assigned function with outside organizations or other departments and ensures necessary follow up occurs
- Coordinate with other departments to resolve issues and accomplish goals
- Communicate with other academic units regarding international population and international documents
- Develop and maintain effective working relationship with other international departments
- Examine and evaluates foreign academic documents (secondary and postsecondary education)
- Communicate directly with international students participated in special programs
- Perform data entry for international students
- Provide information to federal agencies and other agencies
- Work/assist with other duties as assigned
- Keen problem solver with the unique ability to think on your feet

Qualifications for office services specialist

- Familiarity with HIPPA regulations
- Content management, Drupal experience
- 3 to 5 years of progressively responsible experience in research administration, specifically pre-award and research development

- Commitment to high professional standards of quality, integrity, and service to university research faculty
- Provides technical guidance and assists co-workers as requested