



# Example of Office Services Specialist Job Description

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Our innovative and growing company is looking for an office services specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for office services specialist

- Apply interoperability standards and best practices as adopted by the organization
- Participate in the creation and adherence to Standard Operating Procedures, guidelines and processes
- Contribute to, and perform, quality assurance procedures, as necessary
- Participate in supporting the full life cycle of an endpoint from procurement and inventory, to setup and reporting, through proper disposal
- Regularly attend training required to keep current with changes in technology
- Participate constructively in meetings with relevant, concise and reasoned analysis of topical matter
- Understand the applicable processes and procedures of the organization and make recommendations in the continuous improvement of those processes and procedures, providing for management analysis and recommendations on improvements
- Work non-traditional hours and respond to on-call requests to provide 24 x 7 service availability
- Create, update, test, research and deprecate shared content on endpoint management services
- Create and maintain automated solutions to provide efficiencies for the service, team members, and unit IT via programming or use of third party services

## Qualifications for office services specialist

- Intermediate MS Word, MS Outlook, MS Excel
- Bachelor's degree or equivalent combination training and experience
- Three or more year's administrative experience in enrollment services or in a comparable college or university setting
- Knowledge of student privacy standards and practices including the Family Education Rights and Privacy Act (FERPA) preferred
- Excellent desktop computer skills including Microsoft Office, and excellent math and problem solving skills preferred