Job Opportunities
University of the District of Columbia (UDC)

Position: Staff Assistant

Salary Range: AD-301-11/01-06 $35,814 - $42,629 Per Annum

Location: Van Ness Campus

Areas of Consideration: University-wide

Responsible to: Interim Director
Counseling and Career Development Center
Vice President, Student Affairs

Announcement Number: 06-61
Date: 09-18-2006
Closing Date: 09-22-2006

Brief Description of Duties

Provides a written or verbal response to all inquiries received in the office, independently responds to routing correspondence. Receives telephone calls and incoming mail.

Maintains budget records and expenditures and office utilization statistics.

Assists in the establishment and maintenance of an efficient student record filing system. Prepares numerous types of documents, creating and editing from rough draft, verbal instruction, or transcription.

Maintains and files records of incoming and outgoing correspondence. Establishes and maintains files.

Orders supplies and equipment for the office; operates the photocopy machine and other office equipment.

Qualifications Required

One year of specialized experiences is required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008