

Texas A&M System-Wide Classification Description

Classification Title Code/Title: 3461/Office Software Associate

Exempt Status: Non-Exempt

Pay Grade: 62

Job Summary: Provides specialized skills in the use of computer software such as graphics, presentations, desktop publishing, and/or data management activities.

Essential Duties and Responsibilities

- Designs new formats to meet unique requirements. Prepares materials in standard and customized formats. Retrieves, prepares, and maintains materials on the internet. Enters and manipulates data in databases and spreadsheets. Makes recommendations on optimal formats and/or formats of presentations.
- Assists staff with the use of equipment and software. Operates scanning and other devices for input/conversion of data to new or existing data. Uses electronic media and local area networks to transmit materials to originator.
- Produces illustrations and graphics. Prepares slides, overheads, and other presentation materials. Prepares technical, statistical, and non-textual materials. Edits, proofs, and produces camera-ready copies for publication.
- Monitors office equipment for proper operations. Works with technical support personnel to solve computer problems.
- Performs other related duties as assigned.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – High School graduation or equivalent combination of training and experience.

Experience – One year of experience in the use of computer software such as graphics, presentations, desktop publishing, or data management.

Knowledge, Skills, Abilities

Knowledge of computer software such as graphics, presentations, desktop publishing, or data management.

Registration, Certification, or Licensure

Supervision Received/Given

.Works under general direction and generally does not supervise employees.

Other Requirements

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *List physical demands