

Assistant, Senior Administrative

FLSA Status: Non-Exempt

Pay Grade: 11

Job Title ID: 21103

Job Series/Job Family: Misc Department Support Series / Administrative & Clerical Support Family

Reports To

Academic Dean, Executive Dean, Student Services Dean, or Executive Director

Job Purpose

To provide advanced clerical and administrative support.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides administrative support of a responsible and complex nature and assists multiple departments. Performs with autonomy and initiative.
2. Coordinates departmental activities.
3. Performs administrative duties in support of faculty, staff, and/or student efforts, including examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and e-mail, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
4. Gathers and compiles data, producing specialized reports and documents. Maintains files, records, logs, and other tracking systems.
5. Responds to and/or directs inquiries in person or on the telephone. Accesses and works with other staff to resolve issues from students, employees and the public.
6. Maintains schedules, calendars, and appointments, which may include meetings and events and the arrangements associated with such, including preparing agendas, minutes, equipment, location, information packets, and follow up action items.
7. Performs complex computer activities including word processing, data collection, and analysis of information, scheduling processes, and creating visual and graphic presentations; may update websites.
8. Coordinates the purchases of equipment and supplies; processes requisitions, monitors multiple departments budgets, maintains asset inventories and assists in preparing budgets for some departments.
9. Analyzes operating practices such as record keeping systems, forms control, personnel, and budgetary requirements to create new systems or procedures.
10. May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
11. May coordinate and review work of office or department personnel.
12. May be assigned responsibility for special projects such as compiling special reports, scheduling rooms, compiling information, processing new hire paperwork, and creating presentation materials.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles and methods of budget preparation and expenditure control.

- Records retention, preservation, and recording.
- Office management processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule. Some positions may be required to work evenings and/or weekends.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency at an advanced level using standard office software applications and publishing and presentation software such as FrontPage, DreamWeaver, Publisher, or PowerPoint.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Three years work experience in office administrative support services.

Education

Required

- Associate's degree in office management or related field; Or educational equivalent in related field (60 college credit hours) or equivalent work related experience (one year work related experience equals 15 college credit hours).

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.