Human Resource Services

Annual Salary Range: $25,032 - $36,812 Status: Non-Exempt Position No:

Administrative Assistant I - Business

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

The purpose of this position is to provide a wide range of administrative support to the Department Head and its supporting elements. Primary responsibilities include, but are not limited to: management of Department Head's calendar, coordination and preparation of meeting material and logistic coordination of travel arrangement, preparation and submission of requisition and budget revisions for the Department of Business. Main point of contact for the Department of Business; required to provide customer service in a professional and courteous manner.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

30%	Prepare reports, memos, letters, email correspondence and textbook requisitions for faculty and other documents, spreadsheet, Datatel and Access, Adobe (Micro Office software). Prepares all reports and requisitions for the department.
20%	Receptionists for the department's and assist in managing the Department Head's calendar. Make travel arrangements; Providing information to faculty, co-workers, and subordinates by telephone, in written form, e-mail, or in person
20%	Research and compile correspondences and confidential information for faculty, staff students and other parties as needed.
10%	Open, sort, and distribute incoming correspondence, including faxes and email.
10%	Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
10%	Entering, transcribing, recording, storing, or maintaining information in written and electronic form.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Other duties as required;

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Supervise departmental student workers;
Has the authority to hire and fire university as needed;

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Must have excellent organizational, communication and social skills;
Must have excellent internet, word processing and spreadsheet skills;'
Proficient in Microsoft; Office Suite;
Experience in maintaining budgets is preferred;
Experience in using Adobe, Photoshop, and Dreamweaver is preferred;

EXPERIENCE AND EDUCATION

(Indicate which are required, preferred, or desired.)

Associates Degree preferred not required;
Bachelor's Degree preferred, not required
Experience working in an institution of higher education is preferred;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

Prepare all requisitions and forms for employment for the department. Department Head's approval is required on all forms/documentation.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Extensive contact with faculty, staff and students and Lincoln University and the general public; Initial contact for all email, telephone, USPS and personal communication with the department.

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers
7. Normal coordination, including eye-hand, hand-foot
8. Normal endurance

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.