Human Resource Services

Annual Salary Range: $25,906 - $38,097 Status: Non-Exempt Position No:

Administrative Assistant II – Agriculture & Environmental Science

PURPOSE OF THE JOB

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

Assist the Department Head of Agriculture and Environmental Sciences as required; maintain the smooth operation of the department by assisting with paperwork, appointment scheduling. Expedite purchases and schedule maintenance work to be done on office equipment. Responsibilities and assignments includes duties as office coordinator, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to their area of responsibility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

25% Receptionist duties

25% Secretarial duties;

20% Requisition entries and tracking for the department;

15% Schedule and expedite travel for departmental faculty and staff;

15% Assist students with university forms, registering for classes, printing of transcripts;

OTHER DUTIES AND RESPONSIBILITIES

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

Organize and handle vehicle reservations for the Department of Agriculture and Cooperative Research;
Calculate payroll timesheets for casual staff and student workers;
Prepare vacation and leave forms;
Schedule maintenance for office equipment and LU vehicles;
Interact with cross campus departments and outside agencies;
Order and maintain office and building supplies and services;
Appraise Department Head with scheduling issues and meetings;
Prepare PTR's and Cost Analysis forms, etc.
Register students for classes, print transcripts, assign advisor, etc.
Scan evaluation and test with the Scantron System; publish evaluations to the LU website;
Organize and assist with yearly Future Farmers of America (FFA) judging contest;
Create award certificates, flyers and posters for departmental needs.
Fill in where needed when other staff may be out of the office;
Take meeting minutes and prepare.
Assist with job positions that LU agriculture, Research and Extension advertise including keeping log of incoming materials, organizing materials for the office, the committee chair and the committee members.
Notify committee chairs of all incoming materials and or faxing them to the committee chair;
Publish positions into the reputable journals pertaining to their position.
Serve on Student and Special Activities Committee for the department.
Maintain Conference Room Schedule for Foster Hall.
Assist with preparation of reports, departmental programs and meetings.

SUPERVISORY RESPONSIBILITIES

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

Supervise student worker, students and other staff as required.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Computer skills, excellent grammar skills, ability to multi-task;
Interpersonal skills appropriate to operating within a diverse population of faculty, staff and students.

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)
High school diploma or equivalent;
Previous experience desired;

FISCAL RESPONSIBILITY

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

None

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Interact with faculty, staff, students and Alumni. Some public contact outside the university;

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 30 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.