Human Resource Services

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

Administrative Assistant I – Enterprise Resource Program

PURPOSE OF THE JOB

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

Responsible for daily office duties – handling incoming calls, prioritize the matters of the office, and the organization of the office in general. Create requisitions for the department, and maintain the budget. Attend meetings of importance for the department and report back to the office. Work with other departments to resolve issues that affect the campus. Responsibilities and assignments includes duties as office coordinator, scheduling meetings, preparing and maintaining office records, reports, and correspondence.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

40%	Maintain files, prepare all reports, prepare requisitions, handle documents and prepare correspondence for the Enterprise Resource Program (ERP) Systems.
30%	Conduct all business in a timely manner and maintain a professional appearance of the ERP System Office. Handle all incoming calls for the CIO and the department. Serve as a source of information for faculty and staff and others parties as needed.
10%	Monitor the budget for the ERP systems.
10%	Monitor supplies for the department and will order replacements as needed.
10%	Assist in managing the CIO's calendar.

OTHER DUTIES AND RESPONSIBILITIES

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

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

None

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Experience with Lincoln's budget processes and the ERP department;

EDUCATION AND EXPERIENCE

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

High school diploma or GED required;
Bachelor degree preferred;

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)

With the ERP 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.