Human Resource Services

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

Administrative Assistant I - Residential Life

PURPOSE OF THE JOB

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

Employee in this position is required to assist and direct activities associated with the operations of Lincoln University Department of Housing. Provide a wide range of administrative support to the Department Head and its supporting elements. Responsibilities and assignments includes duties as office coordinator, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the Department of Housing area of responsibility. This position will report directly to the Director of Housing.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

50% Administrative duties to include the drafting and preparation of correspondence, memos and reports, entering and monitoring the progress of all requisitions, monitor budgets and expenditures, compile, edit and proof data for various reports, documents and brochures to include payroll documents for student and hourly employees, answer telephone, file, assist with the distribution of mail for the residence halls, organize travel arrangements, and supervise student employee.

25% Investigate and respond to concerns and complaints of students, parents, and University administration

10% Recommend changes to the Director as appropriate to respond to the needs and changes in the operating environment

10% Assist the Director in departmental policy formulation and updating published policy statements

5% Assist the Director in the development of budget information and both short and long range planning

OTHER DUTIES AND RESPONSIBILITIES

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

Programming

Assist departmental staff and RAs with procuring items needed for programming scheduled in their respective halls

Administrative

- Assists in the opening and closing of residence halls, special projects, responsibilities and performs special tasks as assigned by the Director of Housing.
- Work directly with Public Safety.

With other staff members

- Communicate concerns directly, not through grapevine
- Be supportive and understanding; Maintain trust and confidentiality
- Communicate personal needs as a 2-way street between staff members

Discipline

- Maintain fairness and objectivity-don't take sides or make assumptions without all the information
- Turn in specific, accurate reports within 24 hours of incident
- Be supportive of other's styles of handling confrontations
- Maintain attitude that discipline is education not punishment

Counseling

- Be an open-minded, patient listener
- Provide alternatives and options
- Maintain confidentiality to a limit that it is healthy

Academics

- Maintain retention by recommending tutoring and/or giving assistance
- Be willing to speak with students about grades and personal problems
- Helping with balance between work and school
- Communicate questions and problems regarding class work

Other Commitments

Get feedback from students; be honest about your limitations-not everyone can do everything.

SUPERVISORY RESPONSIBILITIES

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

Make recommendations to hire/fire Departmental and/or Work Study Students.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Ability to counsel and positively interact with staff and students of diverse interests and backgrounds.

EXPERIENCE AND EDUCATION

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

An earned Bachelor's degree in a related filed is preferred; however, prior office experience and/or involvement in related activities will be considered.

FISCAL RESPONSIBILITY

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

Enter and monitor the progress of all requisitions; monitor budgets and expenses.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Interaction with parents and family members of students and visitors.

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;