Human Resource Services

Annual Salary Range:$24,541 - $36,090 Status: Non-Exempt Position No:

Administrative Assistant - Auxiliary Services

PURPOSE OF THE JOB

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

Employees in this job coordinate office activities and perform secretarial assignments for the Director of Auxiliary Services (D-AXSA) in support of the on-going operations of the office. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the D-AXSA's area of responsibility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

35% Maintains confidentiality of documents and information received. Operates standard office equipment such as computer software packages, calculators, copiers, facsimile machines, etc. Composes routine letters, memoranda, reports, minutes of meetings, numerical data, charts and forms from verbal or written instructions. May input, retrieve, or update information from computer database via personal computer.

25% Keeps informed of office details and advises D-AXSA of problems. Receives and screens visitors and telephone calls, takes messages, schedules appointments for the D-AXSA and provides information to callers requiring knowledge of office operations, Director's point of view, and the interpretation and applications of policies and procedures.

15% Establishes and maintains office files, logs, indexes, control records, or other information concerning the work under the D-AXSA's control. Maintains and assists in the preparation of financial reports; prepares timekeeping and other personnel records.

10% Determines needs and orders office supplies, equipment, repair and maintenance services through University channels

5% Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, letter format, completeness and content.

5% Schedules and arranges meetings and conferences for the D-AXSA and notifies interested parties; makes travel reservations as needed

5% Sorts, opens and distributes incoming mail to staff; associates incoming correspondence with files or related materials needed for meetings, correspondence and reports. Performs related work as assigned

OTHER DUTIES AND RESPONSIBILITIES

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

SUPERVISORY RESPONSIBILITIES

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

Assist with supervision of student workers.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Requires extensive knowledge of Windows Operating System. Knowledge of DATATEL, desirable. Strong customer services skills are required. Excellent written and oral communication skills, required.

EDUCATION AND EXPERIENCE

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

High school diploma, required.
Two or more years of advanced office management training from an accredited business school, desired.
Two-year degree in a related business field, preferred or five years or more in a corporate work environment, preferred.

FISCAL RESPONSIBILITY

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

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Moderate public contact expected with appropriate office demeanor/decorum and knowledge of business etiquette and protocol practiced.

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.