Human Resource Services

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

Administrative Assistant I - University Relations

PURPOSE OF THE JOB

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

A support staff person who handles multiple administrative/secretarial, clerical and any other special projects related to the functions and daily operations of the Office of Public Information and University Affairs. This person will be under the direct supervision of the Director for Public Information and University Affairs.

This position will provide assistance in carrying out the initiative and activities of the Office of Public Information and University Affairs. Scope of the work may also include: researching, developing, soliciting, writing, editing and proofreading content for projects and publications, advertisements and collateral material including newsletters and fact sheets; ensuring the quality of published content by proofreading and editing submitted content.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

- 25% Answer and route incoming calls to the Lincoln University switchboard with courtesy and professionalism. Serve as a representative of the University by displaying courtesy, tact, consideration and discretion in all interactions with members of the campus community and the entire public.
- 25% Prioritize work, manage multiple projects simultaneously, and organize and track work performed.
- 25% Anticipate and meet deadlines in a timely manner
- 15% Oversee the day-to-day clerical operations of the Office of University Relations
- 10% Assist in the coordination of special publications, events and projects.

OTHER DUTIES AND RESPONSIBILITIES

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

Assist with media relations.

Collect, compile, edit and proof data for various reports, projects and media.

Receive correspondence and compose routine letters of reply.

Work with other Office of Public Information and University Affairs staff to complete various projects as needed.

Some evening and/or weekend work may be required to assist with special events (i.e. President's Gala, Homecoming and Commencement).

Attend campus meetings and events and/or serve on Lincoln University committees as a representative of the Office of Public Information and University Affairs at the request of the Director of Public Information and University Affairs.

Supervise student workers, volunteers and any temporary staff that may work for the Office of Public Information and University Affairs.

SUPERVISORY RESPONSIBILITIES

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

Supervise all student worker volunteers and any temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Must possess excellent verbal, written and interpersonal skills.
Excellent communication and telephone skills.
Computer proficiency with at least intermediate skill level of Microsoft Professional Office Suite.
Ability to learn internal software applications that apply to the specific position.
Accuracy and attention to details.

EDUCATION AND EXPERIENCE

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

High school diploma or equivalent, advance education preferred.
Secretarial course work preferred.
One year of secretarial experience.
Knowledge and experience with operation of standard office business machines.

FISCAL RESPONSIBILITY

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

Responsible for maintaining all budgets for the Office of University Relations.
Responsible for all purchase orders, travel expense requisitions and any other fiscal transactions for the department.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Must possess excellent verbal, written, and interpersonal skills.
Must maintain a professional demeanor in personal appearance, and positive internal and external relations.
Must maintain strict confidentiality regarding university operations.

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;

LINCOLN UNIVERSITY is an Equal Opportunity Employer

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.