Human Resource Services

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

Administrative Assistant I – Student Support Services

PURPOSE OF THE JOB

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

The Administrative Assistant performs clerical functions of moderate to difficult complexity within the department of Student Support Services (SSS). An Employee in this position is responsible for coordinating and communicating with office staff regarding activities related to the operation of the SSS office. A high level of independent judgment, initiative and problem solving skills are required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

50%	Manage day to day operations of the office, which includes a variety of program related tasks.
20%	Perform clerical support functions for the program, greet visitors and answer routine questions and inquiries regarding the SSS programs; maintain program files.
10%	Collect student information for data collection reports for student tracking.
5%	Coordinate correspondences and written drafts for the Director and staff.
5%	Receive, sort, transfer and distribute incoming correspondences, faxes, telephone calls and emails.
10%	Monitor the budget and expenditures, prepare requisitions.

OTHER DUTIES AND RESPONSIBILITIES

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

Operate office equipment such as fax machine, copiers, printers, phone system and use computers for spreadsheets, word processing and other office applications;
Mail forms, newsletters, promotional materials, and other information;
Utilize computer programs to design flyers, brochures and presentations;
Make travel arrangements for staff and Director;
Perform other related duties as assigned by the Director;

SUPERVISORY RESPONSIBILITIES

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

Departmental student workers as assigned
Not responsible for the hiring and firing of employees;

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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

Required: Proficiency with Microsoft Office and Datatel;
Extensive knowledge of administrative and clerical procedures and systems;
High level of communication skills;
Ability to organize and perform multiple tasks;

EXPERIENCE AND EDUCATION

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

Required: Associate Degree in Business, office management or related field;
Three years of advanced clerical experience;

FISCAL RESPONSIBILITY

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

Monitor program budget, recommend budget revisions, and complete check request forms;

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

SSS Program first point of contact within the University and all alumni and friends of the University. Minimum contact with the general public.

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.