



Functional Title:	Administrative Assistant	Job Code:	0003-CS545
Classification Series:	Administrative/Program Support	Band/Zone:	G2
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of complex administrative tasks involving some discretion and requiring moderate amounts of independent judgment related to the oversight of the daily operations of a University administrative unit.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Monitors and reviews operations of unit; ensures smooth work flow; ensures work product meets professional standards.
- 2) Serves as informational resource to staff; investigates and resolves problems or difficulties related to area of expertise.
- 3) Assists University staff, faculty, and students; answers inquiries and provides information.
- 4) Oversees staff; assists in the enforcement of policies and procedures; establishes schedules and reviews performance.
- 5) Gathers and analyzes statistical information regarding department's programs and activities; produces reports.
- 6) May assist in the performance of various financial and budgetary tasks including preparing and monitoring budgets, preparing fiscal reports, or processing payments; may maintain inventory of supplies.

Reporting Relationships:

Direction Received: Reports to upper level administrator (i.e. Director, Assistant Director, Dean, Assistant Dean, Department Chair, etc.).

Direction Given: Direct administrative supervision of student employees. May provide functional supervision of classified staff.

Minimum Requirements:

Requires nine months of coursework or training beyond high school in Business Administration and three years of related experience, or an equivalent combination of education and expertise.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of unit's operations, policies, and procedures; supervisory skills; knowledge of computer and office applications; research skills.

Working Conditions:

Generally typical office environment. May require considerable walking, standing, or bending. May have periodic assignments which entail dealing with modestly unpleasant conditions.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular positions. Employees may be requested to perform job-related tasks other than those specifically presented in this description. For jobs occupied by more than one employee, the identification of non-essential functions shall be determined from the individual's position description.