
Functional Title:	Administrative Associate	Job Code:	0003-CS605
Classification Series:	Administrative/Program Support	Band/Zone:	H1
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of very complex administrative tasks requiring substantial discretion and independent judgment related to overseeing the daily operations of a University administrative unit.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees operations of unit; sets priorities; ensures smooth work flow; enforces policies and procedures; ensures work product meets professional standards.
- 2) Serves as informational resource to staff; investigates and resolves problems or difficulties.
- 3) Provides advice, counsel, and information regarding department's activities to students, faculty, or staff.
- 4) Supervises staff, enforces policies and procedures; establishes schedules and assigns tasks; reviews and evaluates performance.
- 5) Gathers and analyses statistical information regarding department's programs and activities; produces reports.
- 6) Monitors unit's budget; maintains inventory of supplies; prepares requisitions and purchase orders; authorizes limited expenditures.

Reporting Relationships:

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

Direction Given: Direct supervision of student and/or classified employees (Clerical Assistants, Administrative Secretary, or Program Assistant).

Minimum Requirements:

Requires the equivalent of an Associate's degree in Business Administration and three years experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

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

Working Conditions:

Generally typical office environment. May have periodic assignments which entail dealing with modestly unpleasant conditions.