

ISSUED: 4/94

SALARY & 7/93
CLASS

TITLE: Administrative Assistant I

SCHEDULE: B CODE: PN302

UNION: P&A, Local 1979, U.A.W.

SALARY EEO
GRADE: 10 CODE: 30

FLSA: Non-Exempt E-CLASS: PN

POSITION PURPOSE

Provide assistance to professional, administrative and management personnel in a staff capacity coordinating personnel, financial and administrative activities for a department, School, College, Division or Center/Institute of the University in order to support established operational goals, objectives and services. Work activities require the application of specialized skills which can be acquired through a combination of job related training and on-the-job experience.

ESSENTIAL JOB FUNCTIONS

- Provide assistance to professional, administrative and management personnel in the planning, development and administration of unit operating budget. Reconcile various detailed general, restricted, designated and auxiliary accounts; monitor status of revenues and expenditures. Prepare related statistical reports, analyses and summaries on budget activities.
- Coordinate the collection, preparation and processing of non-academic and academic personnel and payroll actions; establish and monitor related recordkeeping system; interpret and apply internal operating procedures, University policies and contractual agreements accordingly. May possess signatory authority on selected forms and documents.
- Supervise non-exempt full-time clerical/technical, part-time temporary student, college work study and technician support staff. Interview and recommend employment, discipline and evaluation of full-time and temporary support staff; conduct orientation and training programs. Plan and assign work activities; train in appropriate office methods and procedures and monitor workflow and staffing levels.
- Coordinate use of facilities, services and equipment which includes space leasing, subcontracting arrangements as well as initiating requests for services such as building or equipment maintenance, and printing/duplicating services, etc. Interface with appropriate University personnel to obtain information and resolve problems.
- Serve as an information source to faculty, staff, students and the general public; answer questions, provide information and resolve routine problems regarding operations and services. May represent unit/or supervisor to other University areas and outside professional groups and organizations in order to obtain and exchange information.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Participate in and coordinate the preparation and completion of special projects and studies and collect and gather statistical data for reporting purposes. Prepare reports which include conclusions and recommendations for solution to administrative problems.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level professional classification is responsible for job functions that require specialized non-theoretical skills coupled with a procedural understanding of standard program activities. Work activities are impacted by changing priorities and differing situations which demand that the incumbent choose an appropriate procedure. This may include the search for new applications or procedures. Supervision, guidance and assistance is provided to support staff on administrative policies, procedures and functions. This classification **does not** provide clerical/secretarial support to professional, administrative or management personnel (i.e. wordprocessing, making travel arrangements, scheduling meetings, maintaining files, etc.) Work assignments require independence of action as well as the ability to prioritize multiple varied tasks. This position generally reports to and receives work direction from a professional, administrative or management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience preferred.
- Some knowledge of and experience with University academic and/or non-academic personnel processing procedures and practices.
- Some knowledge of accounting principles and bookkeeping procedures and applications.
- Ability to communicate effectively with others.
- Ability to work under pressure and meet established deadlines.
- Some supervisory experience preferred.
- Typically, incumbents have held lower level clerical and/or secretarial support positions.