

ISSUED: 4/94

SALARY

& 7/93  
CLASS

SCHEDULE: B

CODE: PN311

SALARY

EEO

GRADE: 10

CODE: 30

FLSA: Non-Exempt E-CLASS: PN

TITLE: Administrative Assistant

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

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**POSITION PURPOSE**

Provide assistance to administrative and/or academic head in a staff capacity coordinating and participating in personnel, financial, administrative and office services for a small Department within a 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 acquired through a combination of job related training and on-the-job experience.

**ESSENTIAL JOB FUNCTIONS**

- Provide assistance to administrative and/or academic head in the planning development and administration of operating budget. Reconcile various detailed general, restricted and designated fund accounts and monitor status of revenues and expenditures. Prepare related statistical reports, analyses and summaries on budget activities.
- Coordinate and participate in the 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. Identify and resolve processing problems to ensure personnel matters are affected in a timely manner. May possess signatory authority on selected forms and documents.
- May supervise very small (1-2) part-time temporary student, college work study and technician support staff. Interview and recommend employment of, discipline and evaluation of full-time and temporary support staff. 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 and exchange information.
- Participate in and coordinate the preparation and completion of special projects and studies; collect and gather statistical data for reporting purposes. Prepare reports which include conclusions and recommendations for solution to administrative 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 department and/or supervisor to other University areas and outside professional groups and organizations in order to obtain and exchange information.
- May maintain calendar, schedule appointments, make arrangements for meeting and conferences, and complex travel arrangements. May perform complex typing duties and process complex documentation with the use of appropriate software.
- 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 may provide limited clerical/secretarial support to an academic and/or administrative head (i.e. wordprocessing, making travel arrangements, scheduling meetings, maintaining files, etc.) however, these are related not primary duties being performed because of the absence of, or lack of, full-time subordinate personnel. It is expected that this classification will be assigned on a limited basis and reviewed periodically. Work assignments require independence of action as well as the ability to prioritize multiple varied tasks. This classification will only be assigned to a small department or unit having **no** full-time clerical/secretarial support personnel. This classification generally reports to an academic and/or administrative head.

### **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.
- May be required to operate advanced office equipment, including software necessary for desktop publishing complex spreadsheet design and complex graphics.
- Typically, employees assigned to this classification may held a lower clerical and/or secretarial positions.