



JOB DESCRIPTION

JOB TITLE: Administrative Assistant III	FLSA: Non-Exempt
Department:	Date Reviewed: 5/16/2018
Security Sensitive: Yes	Grade: B-23
Reports To: Assigned Vice President	

Job Summary

Performs and/or oversees a variety of associated administrative, fiscal, staff support, and planning activities, some of which require advanced or specialized knowledge and skills, such as budget administration and control, equipment, facilities, and inventory management, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Coordinates and facilitates meetings, program functions, and/or special events, as appropriate. May coordinate specified administrative activities and reporting across multiple organizational units within a department. Assignments may be confidential in nature.

Essential Functions

- Provides support and assistance to the appropriate Vice President;
- Provides work of a complex nature and provides direction for multiple work activities within the appropriate department;
- Uses independent judgment in the application of policies and procedures for the appropriate department;
- Implements office objectives and establishes priorities, schedules, and monitors work;
- Researches and resolves and/or delegates problems related to the appropriate department.
- Serves as a liaison between the appropriate Vice President, faculty, and staff by soliciting ideas and information from, and providing information to, these groups to promote positive campus relations;
- Coordinates the flow of incoming and outgoing communications by drafting his/her own correspondence for the appropriate Vice President's signature, receiving, routing and/or responding to incoming communications and determining appropriate office, department or agency for outgoing communications;
- Assists the appropriate Vice President in oversight functions by reviewing, monitoring, and approving department personnel action forms, reviewing correspondence and documents prepared by other offices for the appropriate Vice President's signature;
- Serves as the recording secretary for the appropriate Council;
- Oversees and/or performs a range of diverse administrative activities for the department or organization unit; serves as a central point of liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the unit;
- Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives;

- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of resources;
- Monitors, reconciles, and assists with fiscal administration for the unit, including but not limited to budgets, funding, grants, contracts, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding;
- Provides and/or oversees support activities for the unit such as answering telephones, assisting and resolving problems and inquires of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments;
- Provides administrative assistance with faculty and/or staff searches, as appropriate, to include logging interview documents, coordinating interview logistics;
- Schedules appointments and maintains calendars; schedules, coordinates and facilitates meetings facilities usage, events, and/or travel arrangements, as required;
- Establishes, updates, and maintains departments files, inventories, and records; implements and maintains data management systems, as required;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Performs miscellaneous job-related duties as assigned.

Minimum Education, Skills and Abilities

- Associate Degree;
- Minimum of two years of experience that is directly related to the duties and responsibilities specified;
- Ability to work evenings and weekends as required;
- Subject to a criminal background check prior to employment.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of human resources concepts, practices, policies, and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and solve problems.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Database management skills.
- Skill in organizing resources and establishing priorities.
- Ability to supervise and train assigned staff.
- Knowledge of general accounting principles.
- Demonstrated ability to maintain confidentiality.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written materials.

Work Conditions

- Operates in a climate controlled office with no exposure to environmental or work hazards;
- Walking, reaching, bending, manual dexterity, good vision and hearing and ability to lift approximately 10 pounds.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date