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| **Position Information** | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  | Position Title: | Enter Title | | |  | Position Number: | | Enter # |  |
|  |  |  | |  |  |  | |  |  |
|  | Division: | Enter Divisions | | |  | Supervisor: | Enter Supervisor | |  |
|  |  |  | |  |  |  | |  |  |
|  | Department: | Enter Department | | |  | Supervisor Position: | | Enter # |  |
|  |  |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
| **Job** | | | | | | | | | |
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|  | *Information in this section cannot be edited* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | Job Title: | Administrative Assistant | | |  | Job Code: | | 20002330 |  |
|  | Job Family: | Administration | | |  | Career Stream Level: | | Support 2 (S2) |  |
|  | Sub Family: | Administrative Operations | | |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
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| **Job Summary** *(High level overview of the role of the position within the University.)* | | | | | | | | | |
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|  | *Information in this section cannot be edited* | | | | | | | |  |
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|  | Provide administrative support for an individual, group of professionals, department, program or other administrative function. Perform a variety of administrative tasks including maintaining calendars, scheduling meetings and events, arranging travel or handling incoming inquiries. Create agendas, flyers, or promotional materials. Update and maintain websites, databases and mailing lists. Assist in preparing reports. | | | | | | | |  |
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| **Job Responsibilities and Duties** | | | | | | | | | |
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|  | *Information in this section cannot be edited* | | | | | | | |  |
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|  | *Although other duties may be assigned as needed, the core duties and responsibilities of this position are:* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | *% of Time* |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 20-30% |  | Maintain calendars, schedule meetings, prepare agendas, collect and provide support materials, and record and distribute minutes. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 20-30% |  | Compose routine correspondence and draft non-routine correspondence. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-15% |  | Proofread various documents, reports and presentation materials. | | | | | |  |
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|  |  |  | |  |  |  | |  |  |
|  | 5-10% |  | Collect data for use in reports, presentations and meetings. | | | | | |  |
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|  |  |  | |  |  |  | |  |  |
|  | 5-15% |  | Assist with small event coordination, including room reservations, setups, resource needs, and catering. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 10-20% |  | Arrange travel, order supplies, maintain organizational files, make copies, distribute incoming and outgoing mail, and ensure proper functioning of office equipment. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-15% |  | Update and maintain mailing lists, databases and websites. | | | | | |  |
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| **Position Supplement** | | | | | | | | | |
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|  | *For additional clarity, this section can be used to outline information related to the area the position supports*  *(e.g. supports faculty hiring process, main area of support is admissions but serves as backup for financial aid, etc.)* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | Enter any additional relevant information specific to this position | | | | | | | |  |
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| **Qualifications and Skills** | | | | | | | | | |
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|  | *Information in this section cannot be edited* | | | | | | | |  |
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|  | *The minimum qualifications and skills for this position are:* | | | | | | | |  |
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|  | Education and Experience: | Requires a high school diploma/GED. Minimum of 2 years of experience in a clerical or administrative support role. | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | Skills: | * Excellent customer service, verbal, and written communication skills. * Ability to handle frequent interruptions, balance multiple tasks, meet deadlines, and maintain confidentiality. * Strong organizational and time management skills and attention to detail. * Computer and related software skills to include Word, Excel, PowerPoint, Outlook, Internet, etc. * Typing, drafting, filing, data entry, proofreading and editing skills. * Ability to identify routine problems and implement or recommend solutions. | | | | | | |  |
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| **Physical Requirements, Environmental & Hazardous Specifications** | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | |  | |  | | | | | | | | |  |  | | | | |  |  |
|  | *Please indicate any physical, environmental and hazardous conditions under which the essential Responsibilities and Duties of the position are performed.* | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **PHYSICAL REQUIREMENTS** | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  | SEDENTARY Activity: Lift and carry up to 10 lbs. occasionally; work involves sitting most of the time. | | | | | | | | | | |  |  | MODERATE PHYSICAL ACTIVITY: Lift and carry 25 to 50 lbs. frequently, and up to 60 lbs. occasionally. | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  | LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. | | | | | | | | | | |  |  | HEAVY PHYSICAL ACTIVITY: Lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  | LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs. occasionally. | | | | | | | | | | |  |  | Occasional = <50 percent of the time  Frequent = >50 percent of the time | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | **MACHINE, TOOLS, ELECTRONIC & OFFICE EQUIPMENT** *(Equipment used to perform the essential functions of the position)* | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 1. |  | | | | | | 4. |  | | | | | | | | | | 7. | |  | | |  |
|  |  |  | | | | | |  |  | | | | | | | | | |  | |  | | |  |
|  | 2. |  | | | | | | 5. |  | | | | | | | | | | 8. | |  | | |  |
|  |  |  | | | | | |  |  | | | | | | | | | |  | |  | | |  |
|  | 3. |  | | | | | | 6. |  | | | | | | | | | | 9. | |  | | |  |
|  |  |  | | | | | |  |  | | | | | | | | | |  | |  | | |  |
|  | **ENVIRONMENTAL & HAZARDOUS CONDITIONS** *(Indicate the conditions related to the essential functions of the position)* | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | 1. | Percent of time working | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | Indoors: | |  | | % | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  |  | |  | |  | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | Outdoors: | |  | | % | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 2. | Respiratory conditions with exposure to: | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Fumes/Vapors | | | | | |  | Odors | | | | | | | | |  | | Inadequate ventilation | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Dust | | | | | |  | Gases | | | | | | | | |  | | Other *(please list):* | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 3. | Skin conditions with exposure to: | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Toxic chemicals | | | | | |  | Burn | | | | | | | | |  | | Other *(please list):* | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Radiation | | | | | |  | Electrical shock | | | | | | | | |  | |  | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 4. | Working conditions with exposure to: | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Heavy Machinery | | | | | |  | Extreme heat (above 90°) | | | | | | | | |  | | Vibration | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Steam pipes and/or tunnels | | | | | |  | Machinery with moving parts | | | | | | | | |  | | Lasers | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Biologicals and/or chemicals | | | | | |  | High voltage electric | | | | | | | | |  | | Cramped quarters | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Extreme cold (below 32°) | | | | | |  | Grease and oils | | | | | | | | |  | | Use of sharp objects | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Handling/maintaining animals | | | | | |  | Infectious diseases | | | | | | | | |  | | Noise *(must shout to be heard)* | |  |
|  |  |  | |  | | | | | | | |  |  |  |  | | | | | | | | |  |
|  |  |  | | Scaffolding and high places | | | | | |  | Other *(please list):* | | | | |  | | | | | | | |  |
|  |  | | | | |  | |  | | | | | | | | |  |  | | | | |  |  |
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