|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Information** | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  | Position Title: | Enter Title | | |  | Position Number: | | Enter # |  |
|  |  |  | |  |  |  | |  |  |
|  | Division: | Enter Divisions | | |  | Supervisor: | Enter Supervisor | |  |
|  |  |  | |  |  |  | |  |  |
|  | Department: | Enter Department | | |  | Supervisor Position: | | Enter # |  |
|  |  |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
| **Job** | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  | *Information in this section cannot be edited* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | Job Title: | Administrative Assistant, Lead | | |  | Job Code: | | 20002332 |  |
|  | Job Family: | Administration | | |  | Career Stream Level: | | Support 4 (S4) |  |
|  | Sub Family: | Administrative Operations | | |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
| **Job Summary** *(High level overview of the role of the position within the University.)* | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  | *Information in this section cannot be edited* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | Provide high-level administrative support for an individual, group of professionals, department, program or other administrative function. Independently perform non-routine administrative functions exercising discretion, such as coordinate events, conduct searches for information, or prepare reports. Draft and edit correspondence, promotional materials or presentations. May monitor operating budget and maintain financial records. Handle non-routine inquiries and issues from internal and external sources. Provide functional or administrative supervision over other support positions. May serve in a lead capacity for assigned program or for special projects. | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
| **Job Responsibilities and Duties** | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  | *Information in this section cannot be edited* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | *Although other duties may be assigned as needed, the core duties and responsibilities of this position are:* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | *% of Time* |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 20-30% |  | Perform non-routine administrative functions; conduct research, prepare reports and presentations, respond to information requests, and manage correspondence. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-15% |  | Maintain calendars, schedule complex meetings, prepare agendas, and collect and provide support materials. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-15% |  | Respond to non-routine inquiries and issues from internal and external sources; draft and edit correspondence. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 15-25% |  | Develop, implement, and maintain/improve processes related to administrative support operations (e.g., records maintenance, data collection and maintenance, etc.) to ensure compliance with University policies and procedures. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-15% |  | Coordinate the logistics of various programs, projects, workshops, events, and presentations. | | | | | |  |
|  |  |  |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-10% |  | Arrange travel, order supplies, and ensure proper functioning of office equipment. | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-10% |  | Update and maintain mailing lists, databases and websites. | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-15% |  | Supervise, mentor and train other support staff. | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | 5-10% |  | May monitor operating budget and maintain financial records. | | | | | |  |
|  | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
| **Position Supplement** | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  | *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 | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  |  |  | |  |  |  | |  |  |
| **Qualifications and Skills** | | | | | | | | | |
|  |  |  | |  |  |  | |  |  |
|  | *Information in this section cannot be edited* | | | | | | | |  |
|  |  |
|  | *The minimum qualifications and skills for this position are:* | | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | Education and Experience: | Requires a high school diploma/GED. Minimum of 4 years of experience in an administrative support role. | | | | | | |  |
|  |  |  | |  |  |  | |  |  |
|  | Skills: | * Excellent written, verbal and interpersonal 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. * Advanced computer and related software skills to include Word, Excel, PowerPoint, Outlook, Internet, etc. * Ability to collaborate and communicate with individuals at all levels within and external to the university to support department needs. * Ability to interpret policies and procedures to proactively resolve issues or improve processes. * Ability to identify problems and implement or recommend solutions. * Drafting, proofreading and editing skills. * Ability to lead others and provide direction and constructive feedback. | | | | | | |  |
|  |  |  | |  |  |  | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.* | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | |  | |  | | | | | | | | |  |  | | | | |  |  |
|  | **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)* | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | | | | | | |  |  |  |  | | | | | | | | |  |
|  | 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):* | | | | |  | | | | | | | |  |
|  |  | | | | |  | |  | | | | | | | | |  |  | | | | |  |  |
|  |  | | | | |  | |  | | | | | | | | |  |  | | | | |  |  |