



Job Description

Job Title:	Administrative Assistant III	Pay Grade:	I
Department:	Multiple	FLSA:	Nonexempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of moderately complex administrative and secretarial tasks which may include responding to phone and in person inquiries, typing, monitoring budget, entering information into computer, maintaining calendar, making travel arrangements and scheduling appointments to assist the head of a major administrative unit.

Characteristic Duties and Responsibilities:

1. Provides detailed information requiring some interpretation of guidelines regarding department's programs and policies; responds to inquiries by phone or in person; researches and resolves problems and complaints.
2. May monitor budget; may inform head of department regarding budget status; may prepare and maintain accurate and up-to-date budget records; may assist in compiling information for Department's budget request.
3. May oversee student employees; may establish schedule and assign tasks; may monitor and review performance.
4. Reviews and processes requisition; ensures that content is accurate and conforms to current policy.
5. Provides leadership to other clerical employees; serves as informational resource to staff.
6. May review and respond to in-coming correspondence; may type and proof correspondence, reports, and exams; may assist in preparing comprehensive reports.
7. May process forms and information; may enter information into computer system.
8. May monitor activity of department to ensure all forms and reports are completed by deadline; may assist in completing forms and reports.
9. May perform various administrative tasks including maintaining calendar, scheduling appointments, making travel arrangements and preparing authorization for reimbursement, and arranging meetings.

Reporting Relationships:

Direction Received: Reports to administrator of major unit (i.e. Dean, Division Director, Executive Director, Associate VP).

Direction Given: May be responsible for directing and monitoring the work of student and/or temporary workers.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

November 2010



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Minimum Requirements:

Requires High School diploma or GED and completion of a minimum of one course beyond high school related to office or administrative support skills, advanced Microsoft Office skills to include word processing, spreadsheets, databases, graphics, web page development and 3 years of experience in an office environment working in an administrative support role. Assessment for the appropriate level of Microsoft Office skills will be required.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of budgets.

Knowledge of computer and office applications.

Writing and proofreading skills.

Research skills.

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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