

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

Under the direction of a Director II or higher at a state college is responsible for coordinating the support work and performing the routine professional functions necessary to the office or program operations and for serving as principal assistant in administrative matters; does related work as required.

EXAMPLES OF WORK

Assists in the preparation and coordination of reports for internal or external distribution; insures that information is collected, integrated, compiled and analyzed in a timely manner; performs research as required.

Schedules meetings, prepares agendas and insures that meeting minutes are prepared and distributed.

Provides support services to committees including arranging for meeting rooms, gathering materials, analyzing items requiring a determination and recommending appropriate action.

Coordinates and maintains liaison with organizational units providing support services such as data processing, accounting, purchasing, printing and personnel.

Assists in developing organizational arrangements, performance criteria and administrative procedures to help achieve organizational goals; provides recommendations as requested.

Investigates administrative and organizational problems for the executive or administrative officer; assists in developing and implementing solutions; provides recommendations as requested.

As directed collects data for the annual budget request; monitors office expenditures.

Assists in establishing systems and procedures.

Represents the administrative or executive officer as required.

Works cooperatively with employees of the college and other organizations in the course of performing assigned duties.

Follows up on decisions and/or directives of the administrative or executive officer to insure implementation and/or completion.

Performs studies or investigation; makes recommendations for appropriate action.

Expedites and coordinates support services to the program or unit such as maintenance, repair, supplies and mail.

Assists with coordination of office operations including clerical work, forms, space, office equipment and suggests methods of improvement.

Interviews visitors to the office, responds to inquiries or requests, and advises the executive officer concerning matters requiring his/her personal attention.

Supervises the office library.

Prepares correspondence.

Supervises and/or maintains essential records and files.

REQUIREMENTS

Education

Graduation from an accredited college with a Bachelor's degree or equivalence as determined by the appointing authority.

Experience

Two years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or other related field or equivalence as determined by the appointing authority. Applicants who do not possess the required education may substitute indicated experience on a year-for-year basis. (30 credit hours are considered one year of college.)

A Master's degree may be substituted for the two years of experience.

KNOWLEDGE, SKILLS AND ABILITIES

Wide knowledge of modern management principles and techniques and their application.

Ability to acquire a wide knowledge of philosophy, goals and organization in higher education.

Ability to acquire knowledge of college policies and procedures.

Ability to acquire knowledge of the college organization and operation.

Considerable knowledge of office-management principles procedures, and techniques.

Basic knowledge of the principles of budget planning and development.

Ability to relieve the executive administrative officer of operational and administrative detail.

Ability to coordinate office operations.

Ability to assist in the preparation of reports including gathering, integrating, compiling, and analyzing data from several sources.

Ability to schedule meetings and prepare agendas.

Ability to provide support to committees including arranging for meeting rooms, gathering, analyzing required materials and recommending appropriate action.

Ability to establish and maintain liaison with organizational units providing support services.

Ability to develop and maintain cooperative working relationships with administrators and staff.

Ability to assist in planning organizational arrangements and developing performance criteria and administrative procedures.

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Ability to investigate administrative and organizational problems and assist in developing and implementing solutions.

Ability to collect data for budget requests and monitor office expenditures.

Ability to assist in establishing systems and procedures.

Ability to represent the executive or administrative officer as required.

Ability to follow-up on decisions and directives of the executive officer.

Ability to perform routine studies or investigation and make recommendations regarding appropriate action.

Ability to expedite and coordinate support services to the office such as maintenance, repairs, supplies, and mail.

Ability to prepare correspondence.

Ability to supervise and/or maintain essential records and files.

Range: 22 (12 months)
19 (10 months)

Unit: U

EEO Category: B