

ADMINISTRATIVE ASSISTANT I

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 for the successful accomplishment of college or office goals and programs and for serving as principal assistant in administrative matters; does related work as required.

EXAMPLES OF WORK

Performs research, generates and executes studies, analyzes data and develops sound conclusions.

Coordinates the preparation of reports required by internal and external originations; insures that required information is collected, integrated, compiled and analyzed on a timely basis.

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

Provides support services to committees including arranging for meeting room, preparing required 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.

Recommends organizational arrangements, performance criteria and administrative procedures to help achieve organization goals.

Investigate administrative and organizational problems and makes recommendations for solutions.

Collects data for and assists in the preparation and implementation of the annual budget request; develops and coordinates fiscal procedures and monitors expenditures.

Assists in establishing systems and procedures.

Represents the executive officers at meetings, conferences and seminars as required.

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

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

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

Coordinates office operations including clerical work; internal reporting systems, forms, space, and office equipment and suggests methods for 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 supplemented by a Master's degree or equivalency as determined by the appointing authority.

Experience

Three years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or other related field or equivalency 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.)

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to acquire considerable 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 operations.

Basic knowledge of the principles of budget planning and development.

Considerable knowledge of office management principles procedures, and techniques.

Wide knowledge of research methods and techniques.

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

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

Ability to schedule meetings, develop agendas and prepare minutes.

Ability to provide support to college committees including arranging for meeting rooms, gathering and 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 plan office organization, and develop performance criteria and administrative procedures.

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Ability to investigate administrative and organizational problems and develop solutions.

Ability to develop and prepare budget requests and monitor expenditures.

Ability to develop and coordinate systems and procedures.

Ability to represent the executive officer as required.

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

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

Ability to coordinate office operations.

Ability to prepare correspondence.

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

Range: 24 (12 months)
21 (10 months)

Unit: U

EEO Category: B