Administrative Assistant III

Job Code 00007253

General Description
Responsible for providing administrative and general clerical support to either program chairs, department chairs, deans, or directors.

Examples of Duties
Answer telephone, screen and transfer calls, take messages, and refer to other offices as appropriate. Type and proofread correspondence and forms. Compose various correspondence. Organize and prioritize work. Explain work assignments to office staff and student workers. Serve as department leave keeper.
Prepare and create proper employee timesheet for computer entry.
Maintain staff and personnel files and review for completeness. Monitor and/or order inventory office supplies. Maintain calendar for supervisor. Review purchase orders and invoices. Maintain ledgers. Process travel arrangements, applications, and reimbursements for all staff.
Monitor transactions of operating budget.
Monitor due dates of all assignments and projects. Assist in preparing various activities and events. Tabulate information. Prepare spreadsheets. May supervise staff. Open, date, and distribute incoming mail. Greet, screen, and route visitors.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University/Academic policies and procedures; basic accounting skills; computer software; word processing; basic math.
Skill in: interacting courteously with others; telephone etiquette; typing; preparing documents and spreadsheets; supervision of student workers and staff; problem solving and decision making.
Ability to: read and understand instructions, correspondence, reports, etc; prepare clear, concise and grammatically correct correspondence; proofread; prioritize workload; maintain filing system; explain policy and procedure to staff; be professional with University offices and patrons, in person and over the phone; work without supervision; work under pressure.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/18/2012