Senior Administrative Assistant

Job Code 00007254

General Description
Responsible for providing administrative officers with assistance regarding administrative matters.

Examples of Duties
Monitor and prioritize work assignments.
May supervise staff.
Maintain calendar.
Work with Department Chairs and faculty on student academic problems.
Coordinate committee and departmental staff meetings.
Reconcile monthly budgets.
Provide information and assistance to students and faculty.
Prepare and process forms such as purchase orders, travel, and leave requests, terminations and IBCs.
Review and verify invoices.
Maintain complex filing system.
Maintain quality control of documents.
Develop and maintain accurate records.
Gather information and/or compile data and statistics.
Conduct research, compile data, and prepare reports as requested.
Answer phone, e-mail, screen or transfer calls; take messages; refer to other offices as appropriate.
Process letters, memos, contracts, agreements, leases, releases, pleadings, by preparing them for signature and routing them for review and/or signature.
Prepare spreadsheets.
Serve as time keeper by maintaining time sheets and compiling monthly report.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University procedures and policies; transcripts and grades; computer software; bookkeeping principles.
Skill in: Establishing rapport with students and parents; explaining and interpreting policies; preparing documents and spreadsheets; proper phone etiquette; providing assistance to individuals.
Ability to: Interpret and apply complex academic documents; compose correspondence and meeting minutes; develop forms and logs; perform intermediate math; communicate with students, parents, other departments, and interoffice personnel; prioritize tasks; establish and maintain an effective filing system; train and supervise staff; work under pressure and complete work within established deadlines.
**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 09/27/2012