Administrative Assistant II

Job Code 00007252

General Description
Responsible for providing administrative and general clerical support to management/staff within assigned division/department or unit.

Examples of Duties
Answer telephone, screen and transfer calls, take messages, and refer to other offices as appropriate.
Assist in managing the routine operation of the department.
Type and proofread correspondence and forms.
Compose various correspondence.
Organize and prioritize work.
Hire, schedule, supervise, train, and evaluate student workers.
Assign work to office staff and student workers.
Maintain files and review for completeness.
Monitor and/or order inventory office supplies.
Maintain calendar for supervisor.
Coordinate arrangements for meetings.
Prepare travel applications, vouchers, and compliance forms.
Review purchase orders and invoices.
Maintain ledgers.
Monitor transactions of operating budget.
Monitor due dates of all assignments and projects.
Assist in preparing various activities and events.
Tabulate information.
Prepare spreadsheets.
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; bookkeeping principles; computer word processing, spreadsheets, databases, and other desktop software; basic math.

Skill in: interacting courteously with others; telephone etiquette; typing; preparing documents and spreadsheets; reliability; working as a team member on most tasks of job.

Ability to: read and understand instructions, correspondence, reports, etc; prepare clear, concise and grammatically correct memos, reports, and letters; prioritize workload; establish
and maintain complex and effective filing system; help supervise and support staff/student workers effectively to maximize output.

**Educational 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**