

Job title	Senior Administrative Associate
Job Code	1124
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job summary

Works under general supervision, provides advanced administrative support or technical program assistance work.

Essential duties and responsibilities

- Coordinates daily office support activities and administrative interactions. Coordinates and implements departmental processes. Provides organizational planning and problem solving skills.
- Researches and analyzes administrative requirements for specific programs or projects. Monitors project timelines and identifies issues. Provides technical information regarding administrative procedures, services, or programs. Collects, reconciles, and maintains complex data.
- Reviews, revises, and interprets policies and procedures. Responds to inquiries and interprets rules, regulations, policies and procedures. May monitor compliance with policies and procedures.
- Maintains a variety of fiscal, administrative, and academic records. Receives, verifies, prepares, processes, and reviews forms, reports, tables, and other documents. May monitor budget, accounts, and expenditures. May process invoices, maintain summaries of accounts, and reconcile accounts. Performs special analyses and project summaries.
- Manages and maintains schedules and travel arrangements for staff and prepares itineraries. Coordinates meetings, seminars, and other special events. Attends meetings and takes notes.
- Coordinates the maintenance of files, records, office supplies, or equipment. Makes recommendations for process improvements, administrative changes, or new initiatives.
- May hire, train and supervise student workers and support staff.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional responsibilities

Minimum requirements

Education – High school diploma or equivalent combination of education and experience.

Experience – Six years of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, database, and presentation applications.

Ability to – Ability to multitask and work cooperatively with others. Interpersonal and communication skills.
Planning and organization skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of others

This position may supervise employees.

Other Requirements