

AgriLife Classification Description

Last Updated: 4/17/02

0059
SENIOR OFFICE ASSOCIATE
11/01/01

SUMMARY

General Description: Assists management in the coordination of office support activities and provides administrative support to specialized activities or projects.

DUTIES

Typical: Assists in the supervision of daily office support activities; provides administrative support for a specialized activity or project; may serve as a personal assistant to an administrator; resolves non-routine administrative problems; explains and applies policies and procedures; makes recommendations for process improvement or administrative changes; assists in the development of office procedures, including complex or specialized functions; performs special analyses and project summaries; processes complex, confidential matters; may direct the establishment and maintenance of office files and records; may train other office support personnel and provides guidance on administrative operational methods and processes; monitors compliance with University policies and procedures; performs advanced word processing, desktop publishing, presentation and data management activities and assists staff with the use of these applications; may maintain materials for availability on the World Wide Web or coordinate such activities; makes travel arrangements and prepares itineraries; assists in the planning of special events and coordination of logistical arrangements; may review and sign forms for supervisor; may supervise the work of other support staff and/or student workers; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from administrative supervisor.

Given: May give detailed instruction and frequent review of support staff and/or student workers.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: Bachelor's degree.

EXPERIENCE

Required: Seven years of experience in general office or clerical work.

Preferred: Seven years of experience in general office or clerical work including some supervisory experience.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.

Preferred: Certified Professional Secretary (CPS) certification.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of spreadsheet and word processing software programs. Interpersonal and communication skills. Keyboarding skills. Ability to use standard office equipment and personal computers.