

Job Title	Administrative Associate II
Job Code	
Exempt Status	Non-Exempt
Position Status	
EEO Classification	

Job Summary

Works under general supervision and provides routine administrative support work.

Essential Duties and Responsibilities

- Performs word processing, desktop publishing, presentation, and data management activities, and assists staff with the use of these applications. Composes correspondence, reports, publications, and presentations, including editing and proofreading.
- Greets visitors, answers and screens calls, provides information and referrals, and schedules appointments. Receives, sorts, and routes mail and performs other mail services.
- Applies, interprets, and communicates policies and procedures and serves as a resource for answering questions regarding policies.
- Posts information to agency records and modifies forms or records. Verifies, processes, and reviews forms, reports, and other documents.
- Makes arrangements for meetings, appointments, conferences, and travel.
- Maintains office supplies and equipment. Maintains office reference materials including online office materials. May deliver, pick up, or receive cash payments, documents, supplies, equipment, or materials.
- May serve as a liaison for departmental equipment and service contracts. May participate in the hiring training, and supervision of student workers and other 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 – Two years of related experience.

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

Ability to – Ability to multitask and work cooperatively with others. Effective verbal and written communication 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 generally does not supervise employees.

Other Requirements