

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

Job Summary

Works under general supervision and provides complex 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. Creates and maintains spreadsheets and databases.
- Researches and analyzes administrative requirements for specific programs or projects. Provides technical information regarding administrative procedures, services, or programs. May perform mail services.
- Applies, interprets, and communicates policies and procedures and serves as a resource for answering questions regarding policies.
- Maintains a variety of fiscal, administrative, and academic records. 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. May set up meetings, seminars, and other special events to include facilities, equipment, and food.
- 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 coordinates activities and assign work to student workers and support staff. 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 – Three years of related experience.

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

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Ability to work with sensitive information and maintain confidentiality. Strong interpersonal and organizational 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