

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

Job Summary

Works under general supervision and provides advanced administrative support work.

Essential Duties and Responsibilities

- Provides advanced administrative support and may serve as a personal assistant. May maintain office schedules and appointments.
- Researches and analyzes administrative requirements for specific programs or projects. Provides technical information regarding administrative procedures, services, or programs.
- Assists in the development of office procedures, including complex or specialized functions. Explains, applies, interprets, and communicates policies and procedures. May monitor compliance with policies and procedures.
- Maintains a variety of fiscal, administrative, and academic records. Verifies, processes, and reviews forms, reports, tables, and other documents. Performs special analyses and project summaries.
- Assists in the planning of special events. Makes arrangements for meetings, appointments, conferences, and travel. May set up meetings, seminars, and other special events to include facilities, equipment, and food.
- Coordinates the maintenance of files, records, office supplies, or equipment. Maintains office reference materials including online office materials. May deliver, pick up, or receive cash payments, documents, supplies, or materials.
- May assist management in the supervision of student workers and support staff including processing complex confidential matters.

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 – Four 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. Strong interpersonal and organizational skills. Ability to work with sensitive information and maintain confidentiality.

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 supervises employees.

Other Requirements