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|---------------------------|----------------------------|
| <b>Job Title</b>          | Administrative Associate V |
| <b>Job Code</b>           |                            |
| <b>Exempt Status</b>      |                            |
| <b>Position Status</b>    |                            |
| <b>EEO Classification</b> |                            |

### **Job Summary**

Works under general supervision and provides highly advanced administrative support.

### **Essential Duties and Responsibilities**

- Coordinates daily office support activities and administrative interactions. Assists in the coordination of daily work flow and the resolution of complex, highly sensitive and confidential matters. Provide organizational planning and problem solving skills.
- Researches and analyzes administrative requirements for specific programs or projects. Provides technical information regarding administrative procedures, services, or programs.
- Develops procedures for complex or specialized functions. 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. Verifies, processes, and reviews forms, reports, tables, and other documents. Performs special analyses and project summaries.
- Coordinates travel arrangements and prepares itineraries. Coordinates meetings, seminars, and other special events.
- 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* – Five years of related experience.

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

*Ability to* – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills. Ability to work in a high stress environment. Ability to work with sensitive information and maintain confidentiality. Ability to work independently once given a project.

*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**

- Work beyond normal office hours and/or work on weekends.