

AgriLife Classification Description

Last Updated: 7/19/05

9293
ADMINISTRATIVE ASSISTANT
11/01/01

SUMMARY

General Description: Provides administrative support for a unit or specialized activity

DUTIES

Typical: Serves as office manager; may supervise, train and evaluate the work of other support staff and/or Student Workers; may serve as a personal assistant to an administrator; provides administrative support for specialized activities or projects; plans and provides logistical and administrative support for events, meetings or other special functions, including on-site support; provides agendas and staffing assistance to meetings; applies and interprets and communicates University policies and procedures and serves as a resource for such; maintains keys and placards; assists in resolving complex, highly sensitive and confidential administrative matters; responds to non-routine information requests; reviews and signs forms for supervisor; supervises the creation and maintenance and retention of office files and records; attends meetings or committees on behalf of supervisor; develops, evaluates and ensures adherence to office procedures; monitors office procedures to eliminate duplication of effort and to streamline flow of operations; maintains office supplies and equipment; researches, compiles and applies information, making evaluative judgments on appropriate data to use; analyzes requirements for projects or initiatives; assures the confidentiality of mail, correspondence and reports; gathers information and conducts research in support of departmental administrators; serves as a liaison for departmental equipment and service contracts; creates and maintains administrative databases; prepares presentation and communication materials; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from administrative supervisor.

Given: May provide detailed instruction and frequent review of support staff and/or Student Workers.

EDUCATION

Required: Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate degree).

Preferred: Bachelor's degree.

EXPERIENCE

Required: Two years experience in office administration or project management.

Preferred: None.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.

Preferred: Certified Administrative Professional (CAP)

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of spreadsheet, presentation and word processing software programs. Interpersonal and communication skills and ability to plan and organize effectively. Use of standard office equipment and personal computers.