

AgriLife Classification Description

Last Updated: 7/19/05

9937
ASSISTANT TO DEPARTMENT HEAD
11/01/01

SUMMARY

General Description: Provides direct administrative support to the Department Head.

DUTIES

Typical: Serves as a personal assistant and liaison to the Department Head; provides long-range planning and scheduling activities; plans and coordinates logistical and administrative support for events, meetings or other special functions and provides on-site support; attends meetings or committees on behalf of the Department Head; coordinates and monitors action items and assignments made by the Department Head; researches, compiles and applies information, making evaluative judgments on appropriate data to use; assures the confidentiality of the Director's mail, correspondence and reports; analyzes requirements for projects or initiatives; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from administrative supervisor.

Given: May give 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: Three years experience in office administration or project management.

Preferred: Previous supervisory experience.

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