

**Administrative Assistant 3
Academic Affairs
Regular Full-Time Position
Position Number 305010**

General Description

The Administrative Assistant 3 is under general supervision and performs a variety of secretarial/receptionist tasks and other related duties as assigned.

Primary Duties and Responsibilities

- Serve as receptionist and greet visitors to the office, evaluating their needs and directing them appropriately.
- Answer telephone, evaluate callers' needs and transfer calls appropriately.
- Initiate/confirm meeting schedules for Provost/Vice President and Assistant Vice President.
- Prepare departmental purchase orders and maintain log with control numbers.
- Order/receive catering for events as assigned.
- Reserve rooms for meetings/events as assigned.
- Prepare travel authorizations, travel claims and other University forms.
- Process monthly and semi-monthly attendance reports, absence forms; maintain activity log for all direct reports to the Provost/Vice President.
- Assist in monitoring the work of student employees; log student's attendance forms.
- Maintain log for all incoming and outgoing documents presented for signature, either through the mail or personal delivery; date stamp documents upon receipt.
- Compose routine reports, letters, memoranda and other correspondence as required.
- Publish to all academic and student affairs' assistants (others by request) updated information on departmental deans, assistants, chairs and directors; use contact list of secretaries to alert departments of issues of interest.
- Publish yearly photo of new faculty for bulletin board.
- Update bulletin board.
- Provide for pick-up and delivery of on-campus mail; sort, screen and distribute incoming mail according to office recipient; deliver campus out-going/off-campus mail to proper destination.
- Maintain accurate filing system.
- Purchase and maintain an adequate inventory of office supplies.
- Maintain purchasing card and submit monthly report as assigned.
- Acquire necessary maintenance for all office equipment as assigned.
- Perform as ex officio for Academic Honors and Awards Committee in preparation of the spring ceremony honoring students and faculty; provide assistance mainly between October of current year through April of following year:
 - Confirm ceremony date and location.
 - Maintain discussion/decision records.
 - Track and balance budget.
 - Advertise through Public Relations (publications) and posters.
 - Notify guests and guest speakers.
 - Compile departmental awards.
 - Produce and publish program for ceremony.
 - Purchase/select gifts for students and prepare gift bags.
 - Purchase decorations.
 - Reconcile ballots for Drane and Harvill awards.
 - Purchase plaques for Drane and Harvill award recipients.
 - Prepare certificate/instruction letters for honor students.
 - Prepare monologue for Master of Ceremony.
 - Prepare stage passes for departmental award students.
 - Choreograph ceremony participants.
- Maintain procedures manual.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to remain pleasant in difficult encounters.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of university study or 5 years of office experience,
- Keyboarding exam and score of 50 wpm.
- MS Word skills necessary.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience working in a university environment.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS