

Administrative Assistant III

Job Description

Position Information

Position Title	Administrative Assistant III
Position Number	BUSNPRFS23*5805
Department	Office of the Treasurer
Reports to (Title)	Vice President for Finance and Treasurer of the College
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

This Administrative Assistant position provides key administrative and analytical support to the Vice President for Finance and the Treasurer's team. The Assistant is expected to provide excellent coordination, communications, analytical, and logistics support to enhance the VP's productivity. The Assistant must be able to gracefully and confidentially handle inquiries and route them to the appropriate parties; manage meeting/event scheduling and planning; gather and report data; and address special projects and tasks, as assigned. The Assistant's work requires tact, discretion, customer service, a collaborative spirit, an ability to prioritize, critical judgment, and a sense of efficiency, as well as excellent speaking, writing, and analytical skills. Many of the Assistant's tasks require adherence to the highest standards of confidentiality. The Assistant reports to and works on a daily basis with the Vice President, and also provides logistics and analytical support to members of the Treasurer's team. The Assistant is expected to develop a thorough understanding of the Vice President's preferences, responsibilities, business cycles, and methods. The Assistant must also be well-versed in the College's mission, policies, procedures, and responsible persons at all levels of the organization.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. High school diploma or general education degree (GED)

If a specific degree, certification, license, or registration is necessary, please list. Requires a minimum of five years of executive level experience or an equivalent combination of higher education and experience.

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Five years or more

Preferred Qualifications

FLSA Category

Non-Exempt

Staff/Faculty

Staff

Employment Status**Employment Category****Essential Staff (emergency situations)?**

No

On-Call?**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility**CALENDARING, TRAVEL, and ORGANIZATION**

- Work directly with the VP to support all aspects of their daily work routine.
- Maintain the VP's and AVP's calendars, including scheduling meetings, appointments, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the VP and others. This includes receiving and screening the VP's phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Coordinate work with other staff as needed; play a key role in the coordination of staff efforts both within and outside the department.
- Provide coordination, monitoring, and communication of projects.
- Determine priority of matters of attention for the VP; redirect matters to staff to handle, or handle matters personally, as appropriate.
- Keep the VP advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages.
- Sort and triage mail; maintain e-mail and other address directories.
- Compose and prepare letters relating to routine correspondence for the CIO's signature.
- Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Prepare, reconcile, and submit expense reports and submit documentation for credit card transactions.
- Maintain paper and electronic filing systems.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed. Manage the Vice President's calendar, including scheduling appointments and coordinating requests for meetings.
- Track critical dates and deadlines to ensure compliance with regulations, timely reporting, attentive project management, and effective follow-up.
- Establish and maintain highly confidential files and records, including those related to budget management and compensation information.
- Manage the flow of mail and documents to the Vice President for review and/or signature.
- Compose, edit and distribute e-mail and hard copy correspondence, as authorized, on behalf of the Vice President.
- Coordinate with the Investment office to provide effective reception service, office equipment maintenance, and supply procurement.

Percentage Of Time

40

Responsibility**MEETINGS and MATERIALS**

- Manage the logistics for meetings of campus committees and task forces led by the Vice President, as well as Treasurer's team meetings. Responsibilities include scheduling the events, arranging room reservations and refreshments, confirming AV capabilities, coordinating with guests and external participants, and setting up conference call and remote web access.
- Assist with preparation of materials for Board, Board committees, and campus committees and task forces.
- Organize and distribute meeting materials. Where appropriate, post materials to SharePoint sites.
- Record and draft meeting minutes, as requested, for committees and task forces led by the Vice President.

30

Percentage Of Time**Responsibility****TECHNICAL and ANALYTICAL**

- Apply proficient Microsoft Office user skills to assist the Vice President and Accounting with preparation of sophisticated PPT presentations, Excel spreadsheets and graphs, Word documents, and other tasks, as assigned.
- Effectively employ internet resources to research peer college metrics, practices, policies, etc.
- Maintain the SharePoint sites for committees and task forces led by the Vice President.
- Monitor the Treasurer's budgets and track actual vs. budget status. Review expenditures and coordinate with Accounting and the Vice President to question and/or transfer miscoded charges.
- Participate in Treasurer team discussions defining department objectives and priorities. Update progress reports quarterly.

10

Percentage Of Time**Responsibility**

Other duties as requested

5

Percentage Of Time**Responsibility****ACCOUNTING**

- Serve as backup to accounts payable and student accounts
- Assists accountants with entry level accounting duties such as entering journal entries, making deposits and preparing budget spreadsheets

15

Percentage Of Time**General Responsibilities****General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or

other events requiring special staffing.

(10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities? No

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor. Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for

which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	1/3 to 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	Under 1/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential

Working under a time pressure and within timelines/deadlines 1/3 to 2/3

- Essential or Marginal? Essential

Coordinating work with others Over 2/3

- Essential or Marginal? Essential

Handling multiple assignments and priorities Over 2/3

- Essential or Marginal? Essential

Completing work in an accurate manner Over 2/3

- Essential or Marginal? Essential

Concentrating - maintaining attention to details and task Over 2/3

- Essential or Marginal? Essential

Memory functions (remembering names, details and procedures) 1/3 to 2/3

- Essential or Marginal? Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position Under 1/3

Traverse/move locations Under 1/3

Ascend or descend between floors Under 1/3

Reach with hands and arms Under 1/3

Ascend or descend ladder None

Position self to access small or restricted spaces Under 1/3

Communicate or exchange information Over 2/3

Detect specific flavors or odors None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 25 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 50 pounds (with or without assisted device) None

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) None

Weight lifted or force exerted: more than 100 pounds (with or without assisted device) None

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather) None

Extreme cold (non-weather) None

Extreme heat (non-weather) None

Outdoor weather conditions None

Work near moving mechanical parts None

Work in high, precarious places None

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors) None

Toxic or caustic chemicals None

Work with explosives None

Risk of electrical shock None

Vibration (i.e. operating jackhammer, impact wrench) None

Risk of radiation None

Confined Spaces None

Please check one or more of the following locations where this job would work Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

How much noise is typical for the work environment of this job? Check the appropriate level below. Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.