



Job Classification Description

ADMINISTRATIVE ASSISTANT VSC – UP PAT Bargaining Unit

**Grade 8
Non-Exempt**

BASIC FUNCTION

To perform a wide variety of clerical/secretarial and administrative tasks related to a specific academic or administrative function.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Oversee and carry out various day-to-day departmental administrative functions.
- Perform regular secretarial duties for the department: answer phones and serve as department receptionist; type/print using word processor correspondence, exams, reports, manuals, and the like; order office supplies; maintain appointment calendars; screen incoming mail; set up meetings; photocopy; and the like.
- Coordinate, initiate, prepare, process, and/or monitor various administrative/financial/operation forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of documents by other department/College students, faculty or staff, or individuals outside the College.
- Organize and maintain various departmental files and records, frequently involving crossfiling/crossreference systems.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Develop and maintain various logs and other manual record-keeping systems related to assigned functions.
- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or other staff members.
- Perform various bookkeeping functions: initiate and process financial documents related to operating budgets or special accounts; monitor financial activity; organize and maintain financial records; prepare related reports.

- Perform routine liaison functions with students, faculty, staff, parents, or other department/program constituency: explain policies/procedures, answer various questions, coordinate services/assistance, handle special requests or problems, routing to senior staff members as appropriate.
- Perform other specialized or technical administrative tasks related to the department's primary function.
- Confer regularly with immediate supervisor, other department/College personnel, and/or various firms/organizations/individuals outside the College to plan and coordinate activities, exchange information, resolve problems, and the like.
- Train and oversee the work of junior staff members or student assistants.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Moderate to minimal supervision is received from a department head or other senior staff member or administrator.

MINIMUM QUALIFICATIONS

Associates degree in business or other appropriate discipline, plus two to three years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general clerical/secretarial skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and record systems. Previous experience with computerized information systems desirable, and possibly required.
- Good reading, writing and math skills. Some bookkeeping/accounting training or experience may be desirable.
- Ability to deal effectively with a wide variety of College personnel, students, and/or outside individuals/organizations.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.