

# Classification Specification: Administrative Assistant

Classification Number: 63121  
Effective Date: 04/04/2014

Pay Grade: 26  
Current Exemption Status: Nonexempt

## Position Summary

Provides high level administrative support to an administrator(s) and/or a department to facilitate the daily operations of the department. Relieves supervisor of non-routine or routine administrative responsibilities. Prepares correspondence and reports, maintains calendars, and monitors budgets for the department. Assists with personnel searches. Develops and implements administrative policies related to department operations. Serves as a liaison.

## Essential/Primary Duties

- Coordinates and oversees day-to-day department administrative operations. Manages and monitors calendar for upcoming meetings and special events. Requests repairs and services as necessary for building and equipment. Provides direction to others on various situations and topics. Develops and implements policies, procedures and forms related to department administrative operations.
- Prepares correspondence and reports and handles other issues, including issues of a confidential nature.
- Monitors budget expenditures for the department. Creates requisitions, submits invoices for payment and receives and reviews financial documents in financial management system.
- Enters applicant information for department personnel searches. Posts advertisements and applicant information. Coordinates search process, establishes and maintains credential files and corresponds with candidates. Assists with interview schedules, travel, lodging arrangements and expense reimbursements. Prepares recruitment reports.
- Serves as liaison for department with other University offices and general public. Manages business functions for the department. Investigates and responds to inquiries, questions and complaints.
- May supervise student workers and/or other staff.

## Experience and Education

### Experience

- One year related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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### Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

### Supervisory Responsibility

**Full-Time**

Other staff

**Part-Time**

None

### Providing Direction

**Full-Time**

None

**Part-Time**

None

### Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.