Classification Specification:
Sr. Administrative Secretary

BGSU
Bowling Green State University

Classification Number:	16832	Pay Grade: 27	
Effective Date:	04/14/2014	Current Exemption Status:	Non-Exempt

Position Summary

Provides high level administrative support to a senior administrator(s) and/or department. Relieves the senior administrator of non-routine administrative tasks, many of them confidential in nature. Serves as liaison between the senior administrator and subordinates/others. Prepares written and oral communications. Maintains and monitors the senior administrator's calendar/schedule. Researches and provides information to the administrator.

Essential/Primary Duties

–   Independently relieves the senior administrator of non-routine administrative tasks and serves as liaison for the administrator with faculty, staff and others. Assumes responsibility for the relative day-to-day office operations, including preparing correspondence, greeting visitors and directing incoming mail and phone calls.

–   Develops, translates, or independently composes correspondence. Reviews documents and composed materials and correspondence prior to printing and mailing. Communicates decisions and directives to staff.

–   Preserves and maintains sensitive documentation and archives as appropriate. Researches information and provides to college departments and/or administrator(s).

–   Discreetly screens and handles confidential and sensitive phone calls and independently resolves complaints or redirects to appropriate parties, if necessary. Works closely with staff from other University offices (e.g., President and Provost office, General Counsel, other College Dean's offices, etc.).

–   May coordinate student employment for the office. Monitors student employment budget.

–   Orders parking, identification, keys, alarm codes, name tags and signage for new staff.

–   Coordinates the senior administrator's calendar and schedules appointments. Researches and generates reports for the administrator's meetings. Coordinates meeting arrangements and communicates information to others as appropriate. Plans executive meetings, records minutes and assembles and distributes agendas. Coordinates and/or assists with a variety of college events.

–   Serves on various committees.

–   May provide work direction to other staff.

Experience and Education

Experience

–   One to two years related experience required; must include progressive administrative experience

Education

–   High school diploma or GED required

Classification Specification: Sr. Administrative Secretary

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.

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
— Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time	Part-Time
Secretary 2 or other staff	None

Providing Direction

Full-Time	Part-Time
None	None

Responsibility for Student Workers

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