

# Classification Specification: Sr. Administrative Assistant

Classification Number: 63122  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Provides high level administrative support to an administrator(s) and/or department to facilitate the daily operations of the department. Performs work of a confidential nature and relieves department supervisors of non-routine or routine administrative responsibilities. Researches and analyzes reports and makes recommendations on follow up actions. Interprets, develops and implements department policies and procedures. Coordinates human resources functions for the department. Oversees budget operations.

## Essential/Primary Duties

- Oversees budget operations, including operational, personnel and project budgets. Reconciles monthly expenses. Processes invoices, and orders supplies for department. Prepares check requests and travel/expense reimbursements. Maintains records and assists with needs for asset inventory and key requests. Assists department in maintaining expenditure control and fiscal accountability and makes recommendations for reallocation of budget dollars.
- Manages office administrative and auxiliary functions, including routine and non-routine activities. Interprets, develops and implements procedures and policies. Opens, reviews, routes or responds to correspondence. Researches and analyzes data to write or edit reports, presentations, policies, etc. Researches and responds to questions from students, staff, faculty and the general public. Resolves administrative problems.
- Coordinates meetings and special events. Schedules and secures meeting location and teleconference capabilities. Prepares agendas and other documents for distribution. Attends department meetings and retreats. Drafts and posts minutes of meetings. Prepares and sends surveys. Prepares reports and evaluations.
- May supervise student workers and/or other staff.
- Serves as communication liaison with other University offices and other institutions of higher education. Transmits decisions and directives. Edits and proofreads office materials and publications.
- Maintains documentation, personnel files, contracts, appointments and other records for the department.
- Coordinates human resources functions for the department. Assists with the development of position descriptions and advertisements for searches. Works with search committees on candidate selection and interview schedules. Prepares and monitors annual salary increases as directed. Completes necessary paperwork for Human Resources. Prepares contracts.

## 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 Assistant

### 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 accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to use sound judgment, tact and discretion when working with confidential files

### Supervisory Responsibility

#### Full-Time

May supervise 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.