



OHIO
UNIVERSITY

Classification and Qualification Standards

Administrative Assistant

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Administrative Support	Job Code: 40015 Grade: B	Date Established: 7/01/2001 (Rev. 2/1/03)	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the fully operational classification receives instructions in general terms, utilizes independent judgment within established procedures and guidelines, answers routine inquiries and refers difficult questions and problems to higher levels. This classification requires considerable knowledge of office practices and procedures in order to perform moderately complex office support duties; includes work leaders or working supervisors.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Acts as receptionist or first-line liaison to internal and external contacts.
2. Utilizes department or University policies, procedures, and practices to answer routine inquiries or resolve problems based on precedents.
3. Supervises, provides work direction, and trains student and clerical employees.
4. Maintains budget, researches and processes expenditures for payment, and prepares fiscal reports.
5. Establishes, and maintains department files, and databases, and creates reports.
6. *Researches and gathers information.*
7. Schedules and maintains calendar of appointments, meetings and travel itineraries, and schedules classrooms or conference rooms; *coordinates special events.*
8. Provides equipment set-up and operation, and all aspects of classroom support for faculty and staff.
9. Maintains inventory and orders supplies.
10. Maintains website, and assists with development and design of publications.
11. Prepares documents, meeting materials, and correspondence, and takes minutes or transcribes dictation.
12. Performs routine office support duties.
13. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of office practices, policies, and procedures; employee training and development*; databases; web page development techniques*; public relations; and budget analysis. Skill in operation of computer and calculator. Ability to provide routine administrative support; establish and maintain department files and databases; and act as receptionist or liaison to internal and external contacts.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

9 mos. training or 9 mos. experience in office practices, policies, and procedures. 1 mo. experience in databases. 1 mo. experience in public relations. 1 mo. experience in budget analysis. 1 course or 3 mos. experience in operation of computer and calculator.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity