



OHIO
UNIVERSITY

Classification and Qualification Standards

Administrative Associate

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Administrative Support	Job Code: 40121 Grade: C	Date Established: 7/01/2001 (Rev. 2/01/03)	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general direction, the advanced classification utilizes independent judgment to interpret policies and procedures, and answer complex questions. This classification requires thorough knowledge of office practices and procedures in order to perform complex office support duties, relieve the supervisor of non-routine administrative duties, and direct and supervise the work of other employees.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Serves as liaison to internal and external contacts.
2. Utilizes department and/or University policies, practices, and procedures to answer routine and non-routine questions, and resolves complex problems and issues.
3. Supervises and trains classified and student employees.
4. Monitors and maintains budget and assists with budget preparation and projections.
5. Generates, prepares, and maintains fiscal documents, and authorizes processing of payment for office expenses.
6. Creates and oversees departmental files, databases, and reports.
7. Establishes procedures for handling and maintaining confidential materials.
8. Schedules and maintains calendar of appointments, meetings and travel itineraries, and schedules classrooms or conference rooms.
9. Coordinates special events. *Assists with projects.*
10. Provides classroom support for faculty or staff (e.g., equipment set-up and operation; building and equipment maintenance).
11. Designs and maintains web page, and assists with development, design, and production of other publications.
12. Prepares documents, meeting materials, and correspondence, and takes minutes or transcribes dictation.
13. Attends meetings or conducts routine sessions or orientations for administrators.
14. Performs administrative support duties.
15. 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; supervisory principles and techniques*; databases; web page development techniques*; public relations; and budget analysis. Skill in operation of computer and calculator. Ability to oversee office functions; coordinate special events; and act as liaison to internal and external contacts.

(*developed after employment)

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

12 mos. training or 12 mos. experience in office practices, policies, and procedures. 3 mos. training or 3 mos. experience in employee training and development. 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