



Administrative Services Associate

Job Family: Administrative Services	Sub Family: Generalist	Career Track and Level: TAS 2
Job Code: ADMINSVRCASTAS2	Job Series: 22112	FLSA Category: NON-EXEMPT

Job Family

Administrative Services: Provides coordination and management of business policies and programs in order to effectively manage University resources (employees, finances, systems, and facilities). Administrative services includes activities in finance and human resources and may also include IT, facilities, or student services.

Sub Family

Generalist: Supports the general administrative functions of a wide variety of academic or administrative units including answering phones, greeting/referring/assisting visitors, customers, staff, or others, preparing documents and reports, compiling records, scheduling meetings, organizing and maintaining information, coordinating calendars, analyzing data including budgetary expenditures, and providing high level administrative assistance to executives.

Job Responsibilities

- May supervise or oversee the work of student employees.
- Represents an office as administrative liaison. Responds to non-routine inquiries requiring technical and/or University or unit knowledge.
- Utilizes department and/or University policies, practices, and procedures to answer questions and resolve problems and issues.
- Coordinates special events that require judgment in determining and prioritizing activities to meet desired results.
- Coordinates complex appointments, meetings, and travel itineraries. Triage scheduling issues.
- Edits documents and presentations. Composes basic correspondence. Types and coordinates class materials.
- Performs a variety of administrative duties regarding academic class scheduling and/or student academic records and/or reports. Duties may include activities such as updating student records, registering students in courses, entering courses into PeopleSoft and assigning classrooms.
- Coordinates mass mailing and/or email distribution.
- Creates and oversees departmental files, databases, and reports.
- Maintains office and/or laboratory supplies and inventory.
- Maintains website.



- Sets up accounts, tracks budgets, reconciles accounting statements, and follows up on discrepancies. Prepares purchasing and accounting forms for approval. Processes expenses.

Role

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
- May supervise or oversee the work of student employees.

Impact and Complexity

- Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.
- Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.

Requirements

Knowledge of standard administrative procedures and practices, office equipment, and computer software typically obtained by a high school degree or GED or equivalent and a minimum of 2 years related experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

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.