



Administrative Specialist

Job Family: Administrative Services	Sub Family: Generalist	Career Track and Level: TAS 3
Job Code: ADMINSVRCASTAS3	Job Series: 22113	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 Technical & Administrative Support staff and/or student employees.
- Resolves complex and unique problems that require an ability to interpret established policies and procedures.
- Oversees department unit administrative processes.
- Coordinates complex processes and initiatives such as grant proposals, contracts /or complex academic processes such as tenure case approvals, faculty searches, complicated course scheduling or sensitive graduate application processes.
- Plans and implements projects, special events, and/or programs that require a high level of coordination with multiple constituents and departments.
- Composes and edits internal and external correspondence and documents, including such things as manuscript submissions for scientific journals.
- Manages academic courses and textbook information. Plans and maintains website as well as other department publications.
- Prepares and monitors internal budget and other financial documents for a departmental work unit. Recommends purchases. Reviews and follows up on discrepancies in standard expenditures.

Role



- Fully proficient in applying established standards for the job.
- Applies advanced technical or process knowledge; requires ability to utilize diverse but conventional methods, techniques, or approaches to meet specific needs of an assignment.
- May supervise or oversee the work of other TAS and/or student employees.

Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards. Often organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Prioritizes, plans, and organizes own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances.
- Uses experience and expertise to anticipate department/discipline's needs, and handles the situation or identifies appropriate resource. Problems and issues faced are complex and occasionally ill-defined and may need some analysis to understand. Demonstrates sound judgment and decision making in situations requiring assessment interpretation and analysis.

Requirements

Knowledge of administrative practices, policies, procedures, office equipment, and computer software typically obtained by a high school degree or GED or equivalent and a minimum of 3 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.