**Temporary Administrative Services Generalist**

**General Description:** 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

* Provides customer service to internal and external customers. Responds to routine inquiries, directing more complex inquiries to appropriate individuals.
* Takes messages, greets, and directs others to appropriate person(s) for assistance.
* Schedules meetings, events, and classrooms. Assists with routine travel arrangements and special events.
* Prepares routine typing or data entry.
* Updates and processes routine documents.
* Sorts, distributes, and circulates mail.
* Orders routine supplies. Maintains department files and databases.
* Provides routine posting of financial records, including payroll.
* May supervise or oversee the work of student employees.

# Qualifications:

Knowledge of basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and at least 1 year of related work experience. An equivalent combination of education, training, and experience is acceptable.

*This document describes the general nature and level of work being performed by people assigned to this job. 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.*