**Administrative Assistant**

# Position Summary

Position Number

TBD

Employment Group

Temporary Aid – Classified Staff

Job Code - Title

P1A1XX

Department Number - Name

Position Reports to Title

Position Reports To Position Number

Hiring Manager

City

Boulder

State

CO

Country

USA

# Job Summary

This temporary position is responsible for providing administrative and clerical support to the chair, faculty, students and staff. Will cover main office reception and provide front line general information. Assist with processing of documentation and disseminating information, scheduling and reservations. This position manages office logistical details and ensure smooth daily business operation of the administrative office.

# Job Duties with Percentages

**Administrative and Operational Support – 65%**

* Provide faculty members, students, and visitors general information, answers calls and distributes the department email
	+ Provides general and specific information about the department and the University
	+ Refers visitors and/or callers to the appropriate faculty or staff member, or to other appropriate campus offices
* Responsible for opening the office during regular university business hours and closing the office at the end of the day
* Creates and updates department forms as necessary
* Provides clerical support to department administrators, faculty and staff with things like word processing, spreadsheets, document prep for promotion files, designing and creating office procedures, forms and records tracking systems, and copying
* Manages the departments filing system, maintains department list serves, publishes office hours, maintains faculty and student mailboxes
* Receives and distributes all US and campus mail sent to the department
	+ Reroutes mail that has been incorrectly delivered
	+ Receives and/or distributes mail for special departmental mailings
* Coordinates scheduling of conference rooms, and if necessary, classrooms, and AV equipment.
* This position is responsible for ensuring that all main office and departmental operations are administered to fully support the department mission.
* Will serve as:
	+ FCQ Coordinator
	+ OIT and Phone Liaison
	+ FCPP administrator
	+ Parking liaison
	+ CCURE and Key liaison
	+ Building proctor contact
* Will ensure copiers are fully functional, and copier and office supplies are inventoried, ordered and stocked.
* Responsible for opening office during regular university hours and closing at end of day.

**Undergraduate Program Administration – 15%**

* Plans, prioritizes, and manages the workflow of the undergraduate program, providing administrative, technical, and clerical support for the Chair, Associate Chair, and academic advisors.
* Oversees Special Action and Change of Record forms for undergraduate students.
* Serves as departmental final grade liaison.
* Provides computing related academic support, including maintaining the undergraduate program course scheduling content on the department website.

**Other – 20%**

* Other duties as assigned.

# Minimum Requirements

* 2 years of relevant administrative experience.

# Competencies/Knowledge, Skills, and Abilities

* Demonstrated proficiency in the use of Microsoft Suite and Google Drive Applications with advanced proficiency in Google Sheets or Excel.
* Analytical and problem-solving skills.
* Ability to work independently as well as on a team.
* Excellence in establishing work priorities, providing follow-through, and meeting established deadlines.
* Ability to maintain effective lines of communication including the ability to resolve conflict and negotiate.
* Ability to maintain a high level of confidentiality with sensitive information.

# Preferred Qualifications

* Associate Degree or higher.
* 3+ years of relevant administrative experience.

# Additional Details

## Funding:

Position Funding

|  |  |  |  |
| --- | --- | --- | --- |
| Speedtype | Distribution | Fund | Funding End Date |
| 00000000 | 100 | Name | N/A |

## Additional Attributes:

Percent of Time

TBD

Appointment Type

Temporary

Is this Position an Officer?

No

Is this Position a Campus Security Authority?

No

Is this Position Designated Essential Services?

No

Does this Position Operate a University Vehicle (HM)?

No

Is a Pre-Placement Physical Required?

No

Does this position have Export Control Requirements?

No

# Salary, Incumbent Data, Approvers and Recruitment

## Salary:

Requested Pay Range

$13-20/hour

## Incumbent Data:

Is This Position Occupied?

No

Is this Position a Classified Conversion, an Internal Transfer, or Promotion?

No

## Approval Workflow:

Position Approvers

|  |
| --- |
| Perez, Tamara (Personnel Coordinator) |
| Program Coordinator |
| Unit Chair/Director |
| Hammonds, Shelly (Director of Personnel) |