

Spec. Code: 0058
Occ. Area: 02
Work Area: 593
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 01/08/02

ADMINISTRATIVE AIDE

Function of Job

Under administrative supervision, to assist in carrying out administrative functions of a major unit or department.

Characteristic Duties and Responsibilities

1. Provides administrative supervision of the daily activities of the unit, including management of projects, programs, staff and funds
2. Monitors and ensures compliance with unit/department, university, and governmental policies
3. Assists in determining unit goals and objectives
4. Coordinates the development, implementation and interpretation of unit policies
5. Responsible for the retention and security of essential, operational, fiscal and other records/reports
6. Coordinates the preparation of and review of various administrative, personnel and other reports
7. Identifies and implements staff training
8. Coordinates recruitment activities for unit/department
9. Analyzes, reviews and implements operating procedures
10. Acts as liaison for major unit-wide operations such as personnel, purchasing and budgeting
11. Establishes and maintains system of tracking and reporting all budgetary items, including oversight and review of complex documents
12. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent

2. Any one or any combination of the following types of preparation:

(A) Bachelor’s degree in business, accounting, finance, management, marketing, economics and/or other related field AND 24 months of responsible clerical office experience that included supervising, organizing, coordinating, and performing responsible clerical duties (such as experience comparable to that gained at the IV or higher levels in the general clerical/secretarial classes)

OR

(B) Bachelor’s degree in a field not listed in (a) above AND 36 months of responsible clerical office experience that included supervising, organizing, coordinating, and performing responsible clerical duties (such as experience comparable to that gained at the IV or higher levels in the general clerical/secretarial classes)

OR

(C) 5 years of responsible clerical office experience that included supervising, organizing, coordinating, and performing responsible clerical duties (such as experience comparable to that gained at the IV or higher levels in the general clerical/secretarial classes)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of principles, practices, methods, and techniques of office administration
2. Ability to effectively communicate verbally and in writing
3. Ability to work effectively with the staff and the public
4. Ability for, and inclination towards, decision-making
5. Knowledge of spelling, grammar, punctuation, sentence and paragraph structure and formatting
6. Ability to utilize various software packages
7. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems
8. Ability to organize and supervise the work of others