

Administrative Assistant

Non-Exempt (Pay Grade 8: \$35,076 - \$51,900)

Minimum Education/Experience

- High School diploma
- 5 years relevant experience (including 1 year supervisory experience)

Areas of Responsibility	Complexity	Impact of Decisions
Scope of work	<ul style="list-style-type: none"> • Leads and coordinates multiple administrative support activities for assigned work unit, including establishing clerical policies, systems, and practices, coordinating staff travel, arrangements for sponsored conferences, and unit communications. • Works closely with Program Director/Manager to ensure work is carried out within defined parameters and suggests administrative support modifications as needed. • Normally receives no directions on routine tasks, and general directions on new assignments. 	<ul style="list-style-type: none"> • Decisions significantly impact the coordination, progress and quality of administrative support services.
Budget/Financial accountabilities	<ul style="list-style-type: none"> • Recommends committing resources for program activities. 	<ul style="list-style-type: none"> • Decisions moderately impact the cost effectiveness of administrative support services.
Institutional resources and relationships	<ul style="list-style-type: none"> • Often serves as a liaison to clients and regional service providers; serves as liaison to institutional financial support services. 	<ul style="list-style-type: none"> • Decisions minimally impact the program's image and relationship to funding agents and clients.
Staff leadership	<ul style="list-style-type: none"> • Often leads a team of non-exempt staff. • Provides leadership, mentoring, coaching and assessment for appropriate staff to ensure they can successfully meet the administrative support needs of the unit. 	<ul style="list-style-type: none"> • Decisions moderately impact the quality and productivity of the work environment.