

Spec. Code: 0058
Occ. Area: 02
Work Area: 593
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 10/15/12
Last Action: Rev.

ADMINISTRATIVE AIDE

Function

Employees at this level perform a variety of essential tasks related to the administration and supervision of departmental work functions and assist in carrying out the administrative functions of a unit or department. The duties performed require extensive knowledge of the organization, programs, policies, and procedures of the institution.

Characteristic Duties and Responsibilities

An Administrative Aide typically –

1. provides support to administrators on various administrative/organizational matters
2. maintains an overview of departmental responsibilities and deadlines, updates, and evaluates departmental policies and operational procedures
3. completes the final copy of communications and documents for executives/administrators (reviews for appropriate spelling, punctuation, syntax, formats, and modifies as needed); drafts communications for an administrator and develops and distributes as directed
4. manages and controls confidential documents including personnel, institutional, and historical documents
5. serves as a liaison between departments and other constituencies and/or between different groups within the department (e.g., between a director and departmental faculty); provides information, assistance, and advice to various constituencies and individuals
6. assists in planning various aspects of special projects and essential programs, including complex scheduling for meetings/events
7. coordinates an administrator's schedule (i.e., prioritizes and manages schedules, appointments, meetings and related activities); invites and notifies participants
8. assists in developing job descriptions for unit staff positions and oversees personnel transactions, searches, and employment

9. supervises student workers, extra-help, and other employees including assigning work, overseeing the training of new staff, and processing appointment documentation
10. assists with developing departmental accounts; conducts budget transfers within various accounts and is responsible for the fiscal management of the department's budget; maintains an itemized record of expenditures
11. performs related duties as assigned

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination totaling five (5) years (60 months) from the following categories:
 - (a) college course work in business, finance, accounting or a related field:
 - 60 semester hours or an Associate's degree equals one (1) year (12 months)
 - 90 semester hours equals two (2) years (24 months)
 - 120 semester hours or a Bachelor's degree equals three (3) years (36 months)
 - Master's degree or higher equals four (4) years (48 months)
 - (b) progressively more responsible general or specialized office experience which included aspects of supervising staff or job function, organizing, and performing duties that lead to knowledge of generally accepted office principles

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
2. Computer Skills — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
 - Accounting, Calendar/Scheduling, Database, Enterprise Resource Planning (ERP), Word Processing, Spreadsheet software
3. Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
4. Obtaining Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
5. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

6. Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
7. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
8. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
9. Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
10. Written and Oral Comprehension — The ability to read and listen/understand information and ideas presented in writing or orally.
11. Oral Expression — The ability to communicate information and ideas verbally so others will understand.
12. Written Expression — The ability to communicate information and ideas in writing so others will understand.