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## Administrative Assistant

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**Official University Job Title:** Administrative Assistant

**Library Title:** Administrative Assistant

**Position #** 39000031

**Description:** Performs secretarial and administrative duties to assist the Dean and Associate Dean of the Library.

**Duties:** Performs secretarial and administrative duties in the office of the dean.

- Maintains spreads sheet for student assistants budget.
- Supervises student assistants.
- Designs and sets up promotional boards.
- Designs flyers and promotional material for library events.
- Greets students, staff and general public that need assistance. Answers phone and directs calls.
- Purchases library supplies and submits monthly P-card statement.
- Submits and follows up on works orders to physical plant.
- Performs other duties as assigned.

**Essential Duties & Responsibilities:**

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

<b>Essential Functions &amp; Responsibilities (place an * next to new essential functions assigned to a job)</b>	<b>% of Time</b>
<b>Designs flyers and promotional material for library events.</b>	<b>30%</b>
<b>Maintains spread sheet for student assistants budget</b>	<b>25%</b>
<b>Orders supplies and prepares P-card statement</b>	<b>20%</b>
<b>Greet students, staff and general public that need help and answers and directs phone calls.</b>	<b>15%</b>
<b>Submits work orders to physical plant</b>	<b>5%</b>
<b>Performs other duties as assigned.</b>	<b>5%</b>

