

3-20-2015

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%.

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

