Sul Ross State University  
Position Description

Official Title: Administrative Assistant  
Salary Group: 10  
Job Code: 4011

Summary

Function: Provides highly skilled administrative assistance in a critical area.

Scope: Manages preparation of high priority and sensitive materials; exercises independent judgment in a wide variety of routine and complex office decisions.

Duties

Essential: Assigns and reviews work of small clerical staff; keeps various administrative fiscal, and/or academic records; prepares and/or verifies documents for accuracy such as contracts and Board of Regents Reports; composes correspondence for signature; compiles complex reports which may include research, calculation, and composition; requisitions and maintains supplies of materials; provides individuals and general public with information policies and procedures; may make arrangements for travel, meetings, and special programs; performs tasks requiring high level of skill transcribing materials from dictation or draft; operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or data base management; operates administrative computer for entering data querying, and compiling reports; may maintain department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Broad instructions on policy and procedure.

Given: Supervises student and other classified employees.

Education

Required: College or business school courses or equivalent.

Preferred: Bachelor’s degree.

Experience

Required: Four years related office experience or training.

Preferred: Four years related experience, with part at SRSU or other university.

Equipment/Skills

Required: Standard office machines; advanced computer skills.

Working Conditions

Usual: Office conditions; standard hours; exempt from overtime provisions; position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: July, 2007