

**Sul Ross State University
Position Description**

Official Title: Administrative Assistant **Salary Group:** 8 **Job Code:** 4011

Summary

Function: Provides highly skilled office assistance.

Scope: Manages routine as well as non-standardized office or department clerical work flow; develops production methods and processes complex or large volumes of material.

Duties

Essential: Performs tasks using word processing, spreadsheet, and/or database computer skills; keeps various administrative, fiscal, and/or financial records; handles and maintains confidential information; verifies documents for completeness and accuracy; composes correspondence; compiles complex reports which may include research, calculation, and composition; requisitions materials; serves as receptionist, provides individuals and general public with information on policies and procedures; makes arrangements for travel, meetings, and special programs, operates computer; may handle money. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Other duties as assigned.

Non-Essential: Departmental duties as assigned.

Supervision

Received: Broad instructions on policy and procedure; work occasionally reviewed by supervisor.

Given: May supervise students and other classified employees.

Education

Required: High school graduate or equivalent with College level coursework in Business or Accounting.

Preferred: Bachelor's Degree

Experience

Required: Three years related office experience; standard office machines; computer skills.

Preferred: More than three years experience with office management and experience supervising college age students; Word processing, database, and spreadsheet computer program skills.

Equipment/Skills

Required: standard office machines and word processing, spreadsheet skills

Preferred: advanced computer skills

Working Conditions

Usual: Office conditions; standard hours (8-5, M-F). 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.

Revised January 2020