

GENAD JOB FUNCTION GUIDE

Administrative Assistant Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Administrative Assistant III	<p>Bachelor's degree</p> <p>5+ years of progressive office management</p> <p>Supervisory experience</p> <p>Advanced knowledge of office management and communications</p>	<ul style="list-style-type: none"> • Advises the senior manager/senior faculty chair -- both independently and in consultation with others-- on a wide range of topics including current policies and procedures, responding to inquiries, dealing with people, and providing information on school/department. • Carries out high level projects and/or initiatives and represents senior manager/senior faculty chair on committees and in meetings • Drafts and prepares correspondence of sensitive and confidential nature on behalf of senior manager/senior faculty chair, on their own accord with no review • Manages and fully accountable for tub/unit wide complex events • Determines what to assign/delegate, to whom, accountable for work product, troubleshoots and resolves complex problems • Designs and develops briefings and presentation materials from original content • Manages the senior manager/senior faculty's professional activities—schedule appointments, meetings, conferences and provide background information for these activities; monitor the telephone calls, mail and e-mail messages; make travel arrangements and prepare travel reports • Operate as general manager for the office: • Prepares and oversees the budget/s • Designs office systems and oversees operation • Negotiates equipment purchase and lease 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides executive with administrative and project management</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p> <p style="text-align: center;">AND/OR</p> <p>Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion