

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
55N	Administrative Assistant/ Supervisor I	Bachelor's degree preferred 2+ years experience in office management Supervisory experience	<ul style="list-style-type: none"> • Provides high-level administrative support to management and/or faculty, often managing office/department • Serves as principal administrative contact and liaison with departmental or program constituents, other universities or with government agencies; principal source of information on established unit/project/program policies and advises faculty, students or staff on regulations and policies • Manages calendar/schedule decides what to schedule and with whom faculty member/manager can meet • Monitors budget(s) and expenditures including grants and contracts • Creates, organizes and implements administrative systems and procedures • Researches and drafts important correspondence and reports for managers/faculty members • Researches confidential materials and synthesizes information for manager • Coordinates, and has direct responsibility for, a project or specific set of tasks within a larger project • Reviews complex, confidential and sensitive documents, reports, etc., to assure compliance with University requirements and/or government regulations • Prepares grant proposals; may provide policy interpretation on grant parameters • Serves as or oversees IT point person for department • Provides administrative support to school-wide committees • Oversees department payroll <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides manager with support and general information to others in tub/unit</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>

- 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