

GENAD JOB FUNCTION GUIDE

Administrator Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Administrator II	<p>Bachelor's degree</p> <p>3+ years of progressive administrative management experience</p> <p>Supervisory experience</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed (Impact/scope, Education/Experience, and Supervision)</i></p> <p><i>Note: This position falls within the administrative management career path and is not to be confused with the administrative support role represented in the administrative assistant job family. .</i></p>	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Manages and fully accountable for a department</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