



General Administration Job Function

Faculty Assistant II

Grade 53

Summary

Performs a wide range of highly skilled administrative duties for one or more faculty or an academic unit/department. Executes, with proficiency, a broad range of technical systems in supporting teaching and research. Prepares materials for publications and/or grants. Prioritizes multiple tasks in a competing environment (i.e., multiple faculty).

Typical Duties

1. Provides wide ranges of clerical support including: keyboarding, composing and editing letters, memoranda, reports, lecture/course materials, presentations, cases. Prepares copy for publication or submission of grant proposals and/or reports. Establishes office procedures.
2. Uses multiple technical applications including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical/scientific applications. Uses Internet, may include web maintenance and design.
3. Serves as principal contact and source of information for students, staff, faculty, and external customers.
4. Manages complex calendars, arranges for meetings, appointments and travel arrangements.
5. Coordinates events, including conferences, seminars, and colloquia.
6. Prepares and produces financial reports using on-line financial systems, such as reimbursement for travel, corporate cards, HU Purchasing card, etc. Assists in preparation of spreadsheets for budget, grant or contract, including tracking and maintaining expenditures and reconciling accounts; uses budget tool.
7. Purchases and maintains inventory of supplies for office or lab.
8. Performs library/research work and summarizes findings.
9. Creates and maintains filing system(s).
10. Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination.
11. May assist in training, scheduling, and distributing work of students, casuals, or temporary staff.
12. May provide transcription services.

13. May coordinate faculty recruitment and/or promotion processes.
14. May be responsible for obtaining permissions and copyright registration.
15. Contributes to unit effort by accomplishing related duties as required.

Typical Requirements

Education: Business training or college degree preferred, or an equivalent of education plus experience in an office environment.

Skills and Experience: Three plus years related experience with proven office administration and customer service skills required. Solid working knowledge of office processes and systems, and of related computer software and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support to one or more. Ability to work across teams and with a variety of projects and constituencies.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.