



General Administration Job Function

Faculty Assistant III

Grade 55

Summary

Performs a wide range of highly skilled administrative for one or more faculty or an academic unit/department. Serves as key contact for and coordinates faculty member's lab, research group or other such programmatic activities. Typically coordinates grants/contracts administration. Executes, with proficiency, a broad range of advanced technical systems in supporting teaching and research. Prepares elaborate materials for publication.

Typical Duties

1. Coordinates programs or activities that go beyond classroom and publication support, for example: interacts with research groups on a daily basis, establishes and implements office procedures, tracks personnel-related information and provides support, if needed, including processing research, post-doctoral and term appointments.
2. Administers contracts and/or grants, which may include working with external agencies (foundations, realtors, etc.), and coordinating other related financial support functions.
3. Maintains personnel records for unit. May assist with interviewing for faculty or staff assistant positions.
4. Reviews, assesses, routes, answers and monitors follow up action steps on correspondence. Gathers and analyzes information required for administrative reporting.
5. Provides wide ranges of 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.
6. 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.
7. Serves as principal contact and source of information for customers of the department, including faculty, students, staff and external customers.
8. Manages complex calendars, arranges for meetings, appointments and travel arrangements.
9. Coordinates events, including conferences, seminars, and colloquia.
10. Prepares financial reports using on-line financial systems, or oversees and directs the work of an associate preparing the reports. May serve as approver for financial transactions representing the department.
11. Purchases and maintains inventory of supplies for office or lab.

12. Performs library/research work and summarizes findings.
13. Creates and maintains filing system(s).
14. Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination.
15. May assist in training, scheduling, and distributing work of students, casuals, or temporary staff.
16. May coordinate faculty recruitment and/or promotion processes.
17. May be responsible for obtaining permissions and copyright registration.
18. Contributes to unit effort by accomplishing related duties as required.

Typical Requirements

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

Skills and Experience: Five plus years related experience with proven office administration and customer service skills required. Prior experience overseeing a research or related group and/or working closely with faculty, researchers. Experience managing to a budget, specifically with grants proposals, monitoring and reporting. Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. 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.