



General Administration Job Function

Staff Assistant I

Grade 49

Summary

Performs a variety of routine general support duties for an academic or administrative unit. Supervisor may determine work priorities, provide detailed instructions as to methods, procedures and desired end results, and may review completed work for accuracy. May provide information similar to a receptionist function to students, staff, and faculty or general public on established policies and procedures.

Typical Duties

1. Assists with day-to-day projects and processing for a particular area or function.
2. Answers phones and may act as receptionist, referring visitors and calls, providing general information about the University or department to visitors.
3. May provide customer service.
4. Opens, sorts and routes mail to appropriate persons.
5. Makes copies, collates, assembles and distributes material.
6. May keyboard and/or process text and information and compose routine correspondence.
7. Maintains established files and record keeping systems.
8. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: High school graduate or equivalent, preferably with some general business training.

Skills and Experience: One year of related experience preferred. Education beyond high school may count towards experience. May be tested on appropriate computer skills as required. Keyboarding speed (wpm) may be required as appropriate to job duties.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

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