



General Administration Job Function

Staff Assistant II

Grade 51

Summary

Performs a variety of moderately complex general support duties for an academic or administrative unit. Supervisor normally provides general instructions and work priorities. Completed work may be reviewed by supervisor for accuracy. Exercises judgment in selecting and applying established procedures correctly, and determines when to refer problems to the supervisor. May provide information to students, staff, faculty, or general public on established policies and procedures.

Typical Duties

1. Processes, often utilizing computer technology, the day-to-day clerical, financial, record keeping or processing duties of a particular area or function.
2. Gathers data and assists in preparing reports.
3. Acts as a liaison with faculty, staff members, students and the public, providing information for a particular area of responsibility.
4. Keyboards and processes text and information, and may answer general correspondence.
5. Makes appointments and maintains calendar based on specific instructions, arranges meetings, schedules rooms and equipment.
6. May assist in training, scheduling and distributing work of other staff members, students, casuals and temporary workers.
7. May maintain inventory and/or order office supplies.
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 beyond high school.

Skills and Experience: One to two years related work experience preferred. Education beyond high school may count toward 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.