

## GENAD JOB FUNCTION GUIDE

### Administrative Assistant Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56N	Administrative Assistant/ Supervisor II	<p>Bachelor's degree</p> <p>3+ years experience in office management</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> <li>• Provides high-level administrative support to senior management and/or faculty, often managing office/department</li> <li>• Serves as principal administrative contact and liaison with departmental or program constituents, other universities or with government agencies; principal source of information on established unit/project/program policies and advises faculty, students or staff on regulations and policies</li> <li>• Manages calendar/schedule decides what to schedule and with whom faculty member/manager can meet</li> <li>• Oversees budget(s) including grants; maintains financial documentation</li> <li>• Informs senior management and/or faculty about items requiring attention</li> <li>• Organizes and implements administrative systems and procedures</li> <li>• Researches information for senior manager and prepares/assists in preparing reports, statistics</li> <li>• Researches and drafts important correspondence for senior manager</li> <li>• Researches issues related to policy development and recommend possible new or revised policy statement; may recommend and oversee implementation</li> <li>• Coordinates tub/unit wide yearly events</li> <li>• Modifies internal policies to make the office more efficient</li> <li>• Oversees department payroll and other financial functions</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides senior manager with support and general information to others in tub/unit</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> 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><b>GIVEN</b> <b>Supervises:</b> 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