



General Administration Job Family

Staff Assistant III

Grade 53

Summary

Performs a variety of complex administrative/support duties to coordinate the activities and procedures of an academic/administrative unit, project or program. Works independently with minimal supervision. Updates supervisor on status of projects. May oversee work of support staff, students, casuals and temps.

Typical Duties

1. Organizes and implements administrative systems and procedures performing necessary support duties.
2. Serves as principal source of information on established unit/project/program policies and advises faculty, students or staff on existing options or alternatives.
3. Gathers and maintains data for and assists in preparing reports, often using a variety of computer software.
4. Prepares and maintains unit's records (such as financial, personnel, administrative, student) reviews complex documents, reports, etc., to assure compliance with University requirements and/or government regulations, and notifies supervisor of unusual situations.
5. Acts as liaison with related programs or projects at other universities or with government agencies, keeping the supervisor informed of relevant information.
6. Provides for smooth day-to-day flow of communications within the unit.
7. May compose, proofread, edit and prepare correspondence, reports and other materials using word processing, spreadsheets and/or databases.
8. May arrange for use of facilities and advise availability of services within and outside the University for gatherings such as conferences and seminars.
9. May assist in training, scheduling and distributing work of other staff members, students, casuals and temporary workers.
10. May interview applicants for office positions in consultation with supervisor.
11. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: Business training beyond high school or college background preferred.

Skills and Experience: Three or more years of related experience. Education beyond high school may count toward experience. Appropriate communication skills required. Ability to work independently with minimal supervision. Ability to handle complex and confidential information with discretion. Competency using a variety of computer software. Some positions may require advanced knowledge of word processing, spreadsheets, and/or databases. May be tested on appropriate computer skills as required. Keyboarding speed (wpm) may be required as appropriate to job duties.

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