AUBURN
Human Resources

Admin Support Asst I-Acad

Job Description

JOB INFORMATION

Job Code	DA01A
Job Description Title	Admin Support Asst I-Acad
Pay Grade	AS01
Range Minimum	$28,130
33rd %	$31,410
Range Midpoint	$33,050
67th %	$34,690
Range Maximum	$37,970
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/27/2017

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Performs a variety of routine office support duties within an academic department.

RESPONSIBILITIES

- Acts as office liaison/receptionist: receives and routes telephone calls and visitors; provides and gathers information.
- Prepares documents, reports, newsletters, databases, and manuscripts, and may compose correspondence and distribute mail.
- Operates standard office equipment such as personal computers, copiers, fax machines, etc.
- Maintains inventory and orders office supplies, materials and equipment.
- Processes and prepares forms such as work orders, purchase orders and personnel documents.
- Sets up and maintains files and records.
- Calculates, posts, and verifies standard financial statements, reports, contracts, budgets, and vouchers, as well as collecting and depositing cash, checks, and other negotiable instruments.
- Duties may also include updating departmental webpage, data entry, scheduling classrooms, entering course information in to AU student scheduling system (OASIS), contacting bookstores concerning textbooks, and similar tasks.
- May schedule appointments, maintain calendar, arrange travel plans, and provide similar secretarial/administrative assistance for department head, dean, or similar persons.
- May assist in setting up/coordinating special events such as orientations, workshops, conferences, department tours, etc.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	0 years of	experience in clerical support services.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of standard office functions.	
Communicates with other is limited to exchange of routine information.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.