



JOB INFORMATION

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| Job Code | DB02 |
| Job Description Title | Lead Admin Asst-Acad |
| Pay Grade | AS08 |
| Range Minimum | \$39,140 |
| 33rd % | \$45,660 |
| Range Midpoint | \$48,920 |
| 67th % | \$52,190 |
| Range Maximum | \$58,710 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/4/2012 |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------------------|
| Job Family: | Administration & Operational Support |
| Job Function: | Administrative Operations |

JOB SUMMARY

Performs a variety of high level and complex administrative support duties and acts as Lead administrative position in an academic department with multiple administrative support positions.

RESPONSIBILITIES

- As the lead, coordinates administrative activities of others in the department.
- Resolves and responds to questions as they relate to policies and procedures.
- May serve as personal administrative assistant to an Assistant Dean, department head or manager
- Performs a wide variety of administrative duties, to include (but not limited to): budget tracking and coordination, human resources administration, coordination of large or complex projects or events, liaison to other departments, and purchasing or vendor/outside agency point of contact.
- Performs a variety of office support duties, to include (but not limited to): typing and correspondence, filing folders, recordkeeping/compilation/data entry, preparation/processing forms, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, and supplies and inventory or similar duties.
- Duties may also include scheduling classrooms, entering course information into AU student scheduling system (OASIS), conducting teaching effectiveness surveys, ordering textbooks, addressing administrative issues related to student academic or financial status, and updating web site.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | High School Diploma or equivalent | 6 years of | Experience in administrative 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

Knowledge of office procedures and practices.

MINIMUM LICENSES & CERTIFICATIONS

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

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 | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.