



Job Description
ADMINISTRATIVE ASSISTANT TO THE OFFICE MANAGER

Rate: \$10.50 – 12.25 hourly

Workweek Class: Non-Exempt
Classification: Student Assistant III
Work Schedule: Up to 20 hours per week as developed with the Office Manager for Administration and Services

GENERAL STATEMENT:

The Administrative Assistant reports to the Office Manager for Administration and Services assisting with the maintenance and development of administrative and clerical daily functions. The Assistant will also assist with various other aspects of relating to the dissemination of information, budget related tasks and providing administrative support to the Office Manager for Administration and Services in a primarily self-directed environment. Candidate must have a working knowledge of the concept of confidentiality.

RESPONSIBLE TO: Executive Director and Office Manager for Administration and Services

CONDITIONS OF EMPLOYMENT:

This student position has an At-Will employment status. Continued employment in this position is dependent upon the mutual consent of the Associated Students, Inc. and the employee. A.S.I. or the employee can terminate the relationship at any time (which may or may not be subject to a fourteen-day notice).

SKILL REQUIREMENTS:

- Willing to work with an ethnically diverse and culturally pluralistic student body and staff
- Strong interpersonal, organizational and leadership skills
- Proven ability to work independently and possesses the ability to work as part of a team
- Effective written and oral communications skills
- Related classroom experience preferred (i.e. Social Sciences, Management, Personnel, and Non-profit etc.)
- Typing, word processing and ten key skills preferred
- Detail oriented
- Positive attitude and willingness to learn
- Ability to prioritize workload, meet deadlines and multi-task
- Maintain resource, vendor, and administrative files
- Customer service skills and positive attitude

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist with preparation of Requests for Payment or Purchase (RPP's)
- Assist with quarterly staff meeting set ups, agendas etc.
- Assist with transcription of A.S.I. Board, Executive, and Personnel meeting minutes
- Assist with various account reconciliations
- Assists the Office Manager for Administration and Services with other special projects as needed
- Perform general clerical support to Office Manager for Administration and Services and Executive Director
- Performs administrative, clerical and customer services duties as assigned

SALARY RANGE

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| <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> | <u>Step 8</u> |
| \$10.50 | \$10.75 | \$11.00 | \$11.25 | \$11.50 | \$11.75 | \$12.00 | \$12.25 |