

**ALLEN UNIVERSITY**  
**Administrative Assistant**  
**POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Administrative Assistant
<b>SUPERVISOR:</b>	Dean, Business, Education and Social Science
<b>DIVISION(S):</b>	Business, Education and Social Science

**OBJECTIVE:** Under the direction of the Dean for Business, Education and Social Science, perform variety of clerical and administrative duties to support the supervisor with administrative and clerical detail.

**ESSENTIAL FUNCTIONS:**

- Serve as the primary administrative assistant to the assigned supervisor; provide communication services; receive, screen and route telephone calls; take, retrieve, and relay messages as needed; schedule and arrange appointments, conferences, meetings, and other events.
- Interface with visitors, such as administrators, faculty, staff, students, and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide information and assistance related to program or department operations, services, activities, standards, processes, timelines, policies and procedures.
- Coordinate and attend a variety of meetings, appointments and conferences; compile and prepare agenda items and other required information and materials for meetings and other events; arrange facilities, services and equipment as needed; take, transcribe and distribute minutes as directed.
- Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized lists, forms and reports as requested; assure accuracy of input and output data.
- Receive, sort and distribute departmental mail, departmental box items, e-mail, packages and materials as required; compose replies independently as assigned; contact others to request documents as needed; prepare outgoing mail and materials for distribution.
- Perform a variety of clerical accounting duties as required; calculate, prepare, verify and revise accounting and budgetary data; process and update accounts with income and expenditures; create purchase requisitions; collect, receive and account for various fees and monies as assigned; prepare and follow up related billings.
- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; process requisitions according to established procedures.
- Monitor budgets and related expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned.
- Maintain confidentiality of sensitive and/or privileged information by assuring security and appropriateness of both verbal and written communications.

**MINIMUM QUALIFICATIONS:**

**Education** – Bachelor’s degree from an accredited institution.

**Experience** - Two years of related work experience; Computer proficiency in MS Excel, Word, Outlook, and various other programs; Phone and face-to-face customer service experience.

**KNOWLEDGE/SKILLS/ABILITIES:**

Record-keeping and filing techniques  
Business letter and report writing, editing and proofreading  
Telephone techniques and etiquette  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Operation of a computer and assigned software  
Oral and written communication skills  
Methods of collecting and organizing data and information  
Coordinate flow of communications, correspondence and information  
Compose correspondence and written materials independently or from oral instructions  
Meet schedules and deadlines  
Work independently with little direction  
Communicate effectively both orally and in writing