

WASHINGTON STATE UNIVERSITY
Sample Job Duties

Position Title	
Employee Type	CS-Civil Service
Title/Title Code	Administrative Assistant 3/105G
Pay Rate	M
Pay Range	39
Function/General Scope	<p>Positions perform varied administrative and secretarial support duties or positions are responsible for one or more major program activities under a second line supervisor. Positions are delegated higher-level administrative support duties or positions are delegated one or more major program activities that would be performed under a second-level professional supervisor, manager or administrator in WMS Band II or above or in exempt service, chief administrator, or head of a major organizational unit such as a school, college, or major academic or administrative department.</p> <p>Only one position will be allocated to an individual second-line supervisor for those positions performing one or more major program activities. A major program activity is defined as a function that is a major element of the supervisor's job. The duty must stand alone and would create significant adverse consequences if poorly performed. However, full delegation can't occur if the supervisor's position requires specialized licensure such as attorneys, medical doctors, and engineers.</p> <p>Higher-level administrative duties are duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee but have been delegated to the administrative assistant to perform. Areas may include but are not limited to, the following: budget development and/or management, expenditure control, office space management, equipment purchases, budget development and/or management, public relations, personnel administration, records management, and report preparation. Incumbents in these positions represent the supervisor's and/or unit's goals and interests and provide interpretation or explanation of the supervisor's policies or viewpoints.</p>
Classification Requirements	High School graduation or equivalent AND three (3) years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work; OR equivalent education/experience.

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Position Summary	Responsible for functioning as Administrative Assistant and serving as a primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues; performing a variety of administrative, fiscal and staff support, some of which requires advanced or specialized knowledge and skills; and specified information-gathering projects and tasks that require independent judgment, tact, diplomacy and sensitivity.
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% of Time	Essential Function	Job Function	Duties
40	Yes	Internal and External Activities	<ul style="list-style-type: none"> -Serves as a central point of contact and liaison with other WSU departments, community-based offices and personnel and external constituencies in the resolution of a variety of day-to-day issues; -Handles non-routine situations and determine the approach or action to take and interpret guidelines, procedures, policies and practices; -Assists in administrative problem solving, program/project planning, development, and execution of AREA/UNIT goals; -Assists with opening and prioritizing email and mail; -Monitors, reconciles, and assists with budgets, funding, contracts, travel, and purchasing; assisting with fiscal planning;
30	Yes	Special Project Coordination, Oversight and Completion	<ul style="list-style-type: none"> -Obtains and provides specific information, research various issues, special problems, recommend solutions, coordinate and assist with policy matters; -Researches and prepares background information for presentations, articles and publications; -Researches information, compiles statistics, gathers, computes and analyzes various data; prepares special reports, summaries or replies to inquiries;
25	Yes	Administrative Support	<ul style="list-style-type: none"> -Provides support for Associate VP and Dean, Associate Dean and the Director. -Provides support to AREA/UNIT Business operations and Budget Director.

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			<p>-Provides support activities such as answering telephones, assisting and resolving problems and inquiries, reviewing and screening incoming and outgoing correspondence and visitors, coordinating action to be taken such as drafting letters, tracking responses, maintaining deadlines; and following-up on operational commitments;</p> <p>-Maintains calendars, schedules appointments and ensures appropriate coordination and follow-up;</p> <p>-Assures accurate records and files are maintained on subjects of critical importance and matters in progress.</p> <p>-Creates, composes, and edits administrative correspondence and documentation.</p>
5	No		-Performs other duties as assigned.

Supervisory/Lead Responsibilities

Incumbents may supervise/lead lower level support staff and/or temporary hourly and student employees.

Position Qualifications

Classification Requirements	High School graduation or equivalent AND three (3) years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work; OR equivalent education/experience.
Position Specific Qualifications	<p>-Demonstrated competency working in an environment requiring confidentiality, tact, diplomacy, and sensitivity.</p> <p>-Demonstrated competency in organizing and expressing ideas in oral and written communication including: composing and editing administrative correspondence and documentation.</p>
Preferred Qualifications	<p>-Work experience that demonstrates an ability to function positively under pressure in a fast-paced, professional environment, to manage interruptions, meet deadlines, and provide high quality service to all constituents.</p> <p>-Work experience that demonstrates competency, proficiency, and accuracy using software programs including: MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook, and SharePoint.</p>

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-Work experience that demonstrates an ability to take initiative to organize, manage, and prioritize multiple demands, tasks, assignments, and projects efficiently, and to complete assignments in a timely manner and with attention to detail.

-Work experience that demonstrates an ability to work independently to plan ahead, and take initiative to prepare for both routine and non-routine work demands.

-Work experience that demonstrates ability to work well as part of a team, interact with diverse groups of people in a positive and professional manner, and maintain good working relationships.

-Work experience that demonstrates an understanding of WSU and administration, policies and procedures.