**Title Details**

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| Employee Type | AP-Administrative Professional  |
| University Title | Principal Assistant |
| Title Code  | 1113 |
| Function General Scope | Positions assigned to this class serve as a principal assistant to an executive head of a major administrative or academic division. They must regularly exercise independent judgment and discretion in work directly related to management policies or department business operations. Must have delegated authority to make commitments that affect the department operations, functioning as second-in-command in important levels. They are the primary point of operational and administrative contact for internal and external constituencies, on complex and confidential issues. Duties include, but are not limited to, managing the department’s budget, supervising staff support, developing and implementing departmental policies/procedures, and planning activities requiring advanced or specialized knowledge and skills. |

**Job Duties and Responsibilities**

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| Summary of Duties | This position is a direct link between the Director, employees, departments, and outside customers. The primary function of this position is to oversee and provide a wide range of diverse administrative support for the Director, which will include the financial, personnel and payroll management, budget planning and reconciliation, payroll, purchasing, travel, and accounts payable. This position is responsible for overseeing special reports and projects requested by administrative personnel or outside resources. |
| Job Function, % Time, Essential | 55%, Administrative Support, Essential |
| Duties Performed | Coordinate, schedule and manage all appointments for the Director. Responsible for the creation and maintenance of the department filing and record-keeping systems. Maintain general filing. Review, revise and correct correspondence, minutes and reports composed by others within the programs as needed. Screen and process all incoming mail, including correspondence, publications, reports, grant proposals, etc. and handle all phone calls as appropriate. Serve as first point of contact for students, and refer to appropriate program representative. Set priorities about critical deadlines and provide schedules for meeting these deadlines. Assist and advise WSU administrators, staff and faculty with program implementation, which includes short-term (daily) needs, and long range plans. Serve as point of contact for the Director on budgetary matters, and represent the department in staff meetings as assigned. Develop and manage the production of a variety of written materials and documents for presentations, proposals and final reports.Disseminate program materials and serve as liaison for the programs to a variety of internal and external clientele. On the Director’s behalf, initiate and sign documents and/or correspondence in her/his absence; use independent judgment to identify and refer unusual or complex issues to the Director. Serve as point of contact and liaison between the Director and faculty, staff, students, other administrative units on campus, and the general public on program matters.Coordinate travel arrangements, lodging and travel related paperwork for the Director and faculty/staff/students attending various meetings, as well as for off-campus personnel such as representatives and campus visitors. |
| Job Function, % Time, Essential |  25%, Position Activities, Essential |
| Duties Performed | Responsible for managing, processing and presenting information to support budgetary requisitions, program expenditures and other procedures required to maintain program activities. Exercise signature authority on all departmental budgets. Approve expenditures on all program budgets. Allocate appropriate funds to sub-contractors and WSU accounts.Monitor accounts, initiate corrections and communicate with the Director regarding issues or concerns. Manage and reconcile budgets for state, self-sustaining and extramurally funded grants and contracts. Reconcile department purchasing card and CTA accounts. Use computer-based accounting system for accounts receivable/payable, purchasing, payroll, and inventory control. Develop new procedures for streamlining budget and salary tracking as needed. Remain current on appropriate computer applications. Audit requisitions, vouchers, unit payroll, and personnel changes for accuracy and compliance with policies and procedures and approve. Take corrective action or make recommendations if there are any problems. Prepare and post batch processing for all ETM self-sustaining tuition.Process all tuition invoices and payments for self-sustaining educational programs. Maintain Property Inventory and Key Inventory, Roster and Records. |
| Job Function, % Time, Essential |  15%, Personnel, Essential |
| Duties Performed | Initiate and process all permanent and temporary appointment documents for faculty, staff and temporary employees in PERMS and TEMPS. This includes: personnel actions, expense assignments, position actions, and temporary employment forms. Act as primary resource for all matters related to faculty and staff appointments. Maintain all faculty, staff and temporary employee’s employment files, position files and confidential files.Coordinate and manage faculty, staff and temporary employee payroll. Serve as Search Support for faculty recruitments. Submit posting requests and input recruitment updates/actions through the Online Position Description and Recruitment System. With delegated authority, review all leave reports for program faculty and staff. Oversee scheduling and timekeeping for all hourly employees. Interview, recommend for hire and instruct new employees in office procedures, computer applications and university policies. Provide leadership and training for staff and students. Assist the Director in ensuring compliance with proper personnel practices and procedures; attend seminars, workshops and campus training classes to remain current on Federal and state regulations. |
| Job Function, % Time, Essential |  5%, Other, Non-Essential  |
| Duties Performed | Perform other duties as assigned.  |

**Supervisory/Lead Responsibilities**

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| Does this position lead the work of others? | No |
| Does this position supervise the work of others? | No |

**Position Qualifications**

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| Required Qualifications | A Bachelor’s degree in business administration or other relevant field and four (4) years of progressively responsible management work experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | Computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing. Demonstrated working knowledge of policies and procedures in a complex academic institution or similar complex organization. Ability to work flexible hours, including evening and occasional weekends. |
| Preferred Qualifications | Professional working experience in a higher education environment. |