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	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. 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. 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.

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Position Details

Position Summary	Provide administrative support to the Executive Director of DEPARTMENT. Serve as the primary point of administrative contact for both DESIGNATED DEPARTMENTS. Maintain calendars, presentation materials and meeting notes. Coordinate travel arrangements; produce and process contract and budgets documentation. Support search committees performing hiring and recruitment functions. Perform special projects as required.

Job Duties

% of Time	Essential Function	Job Function	Duties
25	Yes		-Responsible for producing and processing confidential and sensitive documents including personnel paperwork, budget information, and development planning for DEPARTMENTS. -Researches and prepares reports related to special projects including confidential as requested or required by the Executive Director. -Creates correspondence; responds to inquiries regarding departmental procedures and services for DEPARTMENTS.
25	Yes		-Serves a primary point of administrative contact for internal and external constituencies for DEPARTMENTS in matters of significance, complex issues and confidential concerns. -Interacts with other campus departments and personnel on behalf of the Executive Director. -Attends meetings on behalf of Executive Director.
15	Yes		-Exercises discretion in screening telephone calls and meeting requests for the Executive Director. -Responsible for the management of the Executive Director's calendar, such as meetings, trainings, special events etc.; ensures Executive Director stays on schedule. -Prepares meeting materials such as agendas, handouts, training materials etc. -Makes logistical arrangements for special events.

10	Yes		-Responsible for producing, processing and coordinating retention of contracts for DEPARTMENTS.
10	Yes		-Attends meetings, documents meeting notes and updates relevant departmental administrative procedures. -Types agenda, takes minutes of staff meetings and provides clerical support for other special meetings.
10	Yes		-Coordinates travel arrangements for the Executive Director; including airline, lodging and car rental reservations using appropriate university procedures; completes Travel Authorities and Travel Expense Vouchers. -Coordinates travel activities for professional staff for DEPARTMENTS.
5	No	Other	-Performs related duties as required.

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	
Preferred Qualifications	-Experience providing complex administrative oversight and assistance to a senior administrator preferable in a higher education environment. -Demonstrated experience effectively handling confidential and sensitive information. -Demonstrated working knowledge of WSU Business Policies and Procedures. -Demonstrated oral and written communication skills.