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## Auburn University Job Description

Job Title:	<b>Admin Support Asst-Acad</b>	Level I	Grade 26 \$18,100 - \$30,100
Job Code:	<b>DA01</b>	Level II	Grade 27 \$19,900 - \$33,100
FLSA status:	Non-exempt		

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### Job Summary

Performs a variety of routine office support duties within an academic department.

### Essential Functions

1. Acts as office liaison/receptionist: receives and routes telephone calls and visitors; provides and gathers information.
2. Prepares documents, reports, newsletters, databases, and manuscripts, and may compose correspondence and distribute mail.
3. Operates standard office equipment such as personal computers, copiers, fax machines, etc.
4. Maintains inventory and orders office supplies, materials and equipment.
5. Processes and prepares forms such as work orders, purchase orders and personnel documents.
6. Sets up and maintains files and records.
7. Calculates, posts, and verifies standard financial statements, reports, contracts, budgets, and vouchers, as well as collecting and depositing cash, checks, and other negotiable instruments.
8. Duties may also include updating departmental webpage, data entry, scheduling classrooms, entering course information in to AU student scheduling system (OASIS), contacting bookstores concerning textbooks, and similar tasks.
9. May schedule appointments, maintain calendar, arrange travel plans, and provide similar secretarial/administrative assistance for department head, dean, or similar persons.
10. May assist in setting up/coordinating special events such as orientations, workshops, conferences, department tours, etc.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Follows specific procedures. Task variety is limited. Work is performed under close supervision.	Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.	High school diploma or equivalent.
II	Tasks are varied and broad. Work is performed under occasional supervision.	Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

**In order to promote to the highest level of this job family, employees must complete the University Office Administration - Office Management training curriculum.**

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent.

**Level II** High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

Experience in clerical support services

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012

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