

**OREGON UNIVERSITY SYSTEM
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title:	Administrative Assistant	(X) New Position
Department:	Controller's Division	() Revised Date: 08/13/10
Employee Name:	VACANT	() Exempt (from overtime)
Reports To:	Director of Budget & Business Svcs	(X) Non-Exempt (overtime eligible)
		Job Group: 40

GENERAL DESCRIPTION OF THE POSITION

The Administrative Assistant provides primary administrative support to the Assistant Vice Chancellor for Capital Programs and serves as receptionist for the Corvallis Chancellor's Office.

The person in this position exercises considerable independent judgment, advises on, and performs a significant range of system-wide and Chancellor's Office business services. This employee responds to legislative and institution representatives, the public, and the staff by phone, in writing, and in person.

This employee is part of the Business Services work group and in a back-up capacity provides administrative support to executive management in the Corvallis Chancellor's Office. In this capacity, the employee has access to and transmits collective bargaining strategy and employee grievance information and is relied upon to hold that information in strictest confidence.

The person in this position uses and applies knowledge of the Chancellor's Office business operating environment to make daily decisions. Good judgment, accuracy and consistency in applying policies and procedures are critical in all areas.

This position reports to the Director of Budget & Business Services.

DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME

40% - Administrative Support

This position coordinates administrative services in support of the Assistant Vice Chancellor for Capital Programs.

- a. Maintains the Assistant Vice Chancellor for Capital Programs schedule. Assesses the need for schedule revisions and advises accordingly.
- b. Makes travel arrangements and coordinates reimbursements for the Assistant Vice Chancellor for Capital Programs.
- c. Schedules and attends a variety of external, systemwide and Chancellor's Office meetings, taking notes and producing minutes as needed
- d. Works directly with the Assistant Vice Chancellor for Capital Programs on a variety of projects and assignments, including presentations made to the Oregon State Board of Higher Education, systemwide meetings, and professional organizations.
- e. Assists with the planning and tracking of expenditures for the Capital and Facilities Planning operating budget.
- f. In a back-up capacity, provides administrative support to executive management in the Corvallis Chancellor's Office. This can include the area of collective bargaining and attendance at meetings and document preparation.

20% - Department Support

- a. Processes Capital and Facilities Planning fiscal transactions in accordance with OUS rules and regulations. Reconciles office procurement card and ghost account.
- b. Serves as back-up within Business Services for processing accounts payable transactions.
- c. Manages electronic and hard-copy record keeping systems in accordance with OUS record retention policies.
- d. Responsible for working with computing staff to update and maintain the Capital and Facilities

Planning web page.

25% - Coordination, Communication, and Reception

- a. Serves as the Corvallis Chancellor’s Office receptionist
- b. Answers, screens, and directs telephone calls and walk-in customers
- c. Processes incoming and outgoing mail and faxes
- d. Maintains tickler “pending” files for the office
- e. Assists Chancellor’s Office personnel with broad range of requests. This includes copying, filing, coordinating service requests for office equipment maintenance and repairs, scheduling conference rooms and other meeting logistics (e.g., meeting equipment and catering).
- f. Serves as telecommunications coordinator
- g. Manages on-line scheduling of resources (e.g., conference rooms, projectors, speaker phones, and video conferencing equipment) for the Corvallis Chancellor’s Office
- h. Maintains staff calendar on-line
- i. Distributes mail in a back-up capacity

10% - Document Preparation, Production, and Maintenance

- a. Composes, types, and formats a variety of correspondence, reports, memos, databases, and other information from rough draft or verbal or written instructions. Edits documents for spelling, grammar, punctuation, formatting, and readability.
- b. Assists with preparation of presentation materials

5% Assists with projects and other duties as assigned.

Number of employees supervised:

% of time spent in supervision 0

Unclassified	<u>0</u>
Classified	<u>0</u>
Student	<u>0</u>

EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)

- Two years experience in administrative support

KNOWLEDGE, SKILLS AND ABILITIES

- Strong oral and written communication, decision-making, and problem-solving skills.
- Ability to deal successfully with multiple tasks, shifting priorities, and to adequately meet deadlines.
- Ability to work independently and in a team environment with a broad spectrum of constituents.
- Proficiency with software applications including word processing, spreadsheet, presentation, and scheduling applications
- Ability to maintain confidentiality.

WORKING CONDITIONS

Based on criteria under OAR 580-23-0010, it has been determined that this position is a critical or security sensitive position that requires a criminal background check.

This position is located in the Chancellor’s Office Corvallis Site. In-state travel is periodically required.