

FISK UNIVERSITY
Job Description Form

Position Title: Administrative Assistant

Department: The Center for Teaching and Learning

Reports To: Executive Director, The Center for Teaching and Learning Director

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: August 21, 2014

POSITION SUMMARY

The position reports to the Executive Director, The Center for Teaching and Learning. Under the Executive Director's supervision, but with considerable independent judgment, the Administrative Assistant to the Executive Director will manage the office for basic CTL functions. This person assists in the research, analysis and preparation of reports in support of the CTL. Other duties include coordinating meetings, program functions, and/or special events, as appropriate, and working with the W.E.B. DuBois Honors Program Director. Generally, this person assists the Executive Director and other offices supported by the CTL by providing secretarial and managerial support, as needed.

ESSENTIAL FUNCTIONS

- Produces various reports as requested by the Executive Director.
- Provides secretarial support for the Executive Director.
- Organizes work effectively, conceptualizes and prioritizes objectives and exercises independent judgment based on an understanding of organizational policies and activities.
- Establishes and maintains effective work relationships with students, faculty, and staff.
- Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.

- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Monitors, reconciles, and assists with fiscal administration for the unit, including but not limited to budgets, funding, grants, contracts, travel, and/or purchasing.
- May assist with fiscal planning, including participating in seeking alternate sources of funding.
- Provides and/or oversees support activities for the unit such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments.
- Schedules appointments and maintains calendars.
- Schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required.
- Establishes, updates, and maintains unit's files, inventories, and records.
- Implements and maintains data management systems, as required.
- Performs miscellaneous job-related duties as assigned.

SECONDARY FUNCTIONS

- Delegates work to work-study students, as needed.
- Assists faculty, staff, and students who come to the office in a friendly, but professional manner

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates outstanding written, verbal, and technical communication skills.
- Demonstrates excellent organizational skills.
- Exhibits excellent interpersonal skills.
- Possesses strong MS Word, Excel and Power Point skills.
- Possesses analytical skills.
- Pays attention to detail.
- Demonstrates ability to gather data, compiles information, and prepares reports.

- Possesses database management skills.
- Skill in organizing resources and establishing priorities.
- Utilizes critical thinking skills to solve problems.
- Demonstrates ability to maintain confidentiality.
- Demonstrates ability to make administrative/procedural decisions and judgments.

QUALIFICATIONS

Education: Bachelor's degree preferred.

Experience: Three years of progressively responsible job related experience is desired.

Licenses or Certificates: None

Additional Requirements: A background and/or credit check will be required of the successful applicant. An official college/university transcript or high school diploma, and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.