



The University of Georgia

Employee Job Description

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Primary Responsibilities	% of Time	Priority (A, B, C)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>TOTAL</b>	<b>100%</b>	

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN FORM TO:**  
University of Georgia  
Human Resources, Faculty & Staff Relations  
315 S Thomas Street  
Athens, GA 30602  
Tel: 706-542-9756 / Fax: 706-542-2387

## Sample Job Description

**SAMPLE DOCUMENT ONLY.** Not to be attached to Medical Certification Form.

Employee Name:           Joanne Employee           Job Title:           Administrative Associate I          

Primary Responsibilities	% of Time	Priority (A, B, C)
1. Administer Proposal Tracking system.	10	A
2. Coordinate schedules, meetings and travel for Director and Associate Directors.	5	A
3. Sort and process incoming and outgoing mail for unit and parent unit.	10	B
4. Perform secretarial duties; type, compose and print correspondence; process forms; answer phones/greet visitors; maintain records of purchase/expenditures; prepare purchases & check requests; order supplies for unit; execute copying; perform filing function for Director and two staff members.	40	A
5. Maintain budget for two senior staff members.	10	B
6. Prepare, process and monitor expense reimbursement forms in an accurate and timely manner.	5	B
7. Work with Director and Associate Directors to manage clearance of proposal prospects.	10	A
8. Perform duties as assigned.	10	A
9. Report to work in a timely manner as work function commences at 8am and ends at 5pm. Exhibit consistent and regular attendance. Planned absences need to be cleared through Director or designee. Unscheduled absences must be limited to intermittent FMLA and/or rare emergencies. Follow contact procedure for unscheduled absences.	Always	A
10.		
<b>TOTAL</b>	<b>100%</b>	