

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Administrative Assistant II	SALARY GRADE:	HU-08
DATE CREATED:	December 1, 2014	EEO CODE:	05
JOB CODE:	2414	FLSA STATUS:	Non Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to perform a variety of intermediate office/administrative support duties which require a thorough knowledge of a function or functions within a department or work unit. The incumbent will apply specialized functional knowledge to independently analyze and respond to administrative matters within established limits. General direction and supervision is typically received from a department supervisor, manager, assistant/associate director or assistant/associate dean.

SUPERVISORY ACCOUNTABILITY: Has responsibility or authority which is limited to the direction of student or temporary workers.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students, and staff. External contacts may include vendors, consultants, and the general public.

PRINCIPAL ACCOUNTABILITIES: Receive and screen telephone calls and visitors; assist visitor or caller by answering questions or providing information regarding office/department policies or procedures utilizing thorough knowledge of office operations; determines when referral to supervisor, appropriate staff member or other office is appropriate.

Prepare or direct preparation of minutes, notices, manuals, agendas and correspondence with all supporting documentation.

Maintain and reconcile budgets for departmental accounts; monitors expenditures and perform simple analysis of accounts; prepare both special and recurring reports for supervisor and authorizes payments within prescribed limits.

Coordinate the workflow of the office. Implement office procedures and practices. May assign and monitor student workers, as directed. Relay direction from supervisor to coordinate administrative procedures to department and/or among other offices.

Verify timecard entry for department. Maintain and track departmental leave and total paid time for pay period. Resolve inaccurate or incomplete time records with supervisors and/or employees.

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Answer inquiries on general and technical matters in accordance with established guidelines and forwards other items to supervisor or appropriate staff.

Compose correspondence, reports or other documents from rough draft, shorthand notes or Dictaphone tapes using correct grammar, spelling and punctuation.

Schedule appointments for supervisor as directed utilizing knowledge of priorities and prearranged plans.

Ensures office staff is informed of new or revised procedures and any pertinent information regarding assigned function(s); update related policy/procedure manuals.

Arrange meetings, schedules conferences, facilities and services as directed by supervisor; notifies attendees or participants of time and place.

Ensure timely dissemination of information to students and faculty through the design and maintenance of bulletin boards and electronic documents.

Monitor and assist with the oversight of property management, security, safety, building maintenance services and related tasks as assigned and directed.

CORE COMPETENCIES: Ability to develop and maintain proficiency in the utilization of Microsoft Word, Excel, PowerPoint and related software applications to perform a variety of typing and/or project assignments. Knowledge of general office procedures and practices. Knowledge of basic record keeping procedures. Skill in basic arithmetic, grammar and spelling. Ability to effectively communicate orally and in writing. Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

MINIMUM REQUIREMENTS: High School diploma or GED and 1-3 years of general work experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
 Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
 Department of Compensation & Performance Management