

## **Administrative Associate Checklist**

*Mark the tasks that this position will be expected to perform.*

- Clerical Support
- Calendar maintenance, scheduling
- Interpret budget, offer recommendations to supervisors
- Collaboration with manager/dean/director in making departmental or fiscal decisions
- Monitors department accounts for supervisor and may have authority for fund expenditures beyond routine office supplies
- Creates marketing and training brochures, handouts, or promotional materials
- Serve as Financial Managers- Decisions on budget, spending
- Word Processing and general document drafting
- Format routine documents
- Interpret, implement or coordinate administrative rules or policies for the department
- Spending authority on limited budget items
- Recruit, hire, train, discipline and supervise others
- Record filing
- May handle logistical arrangements for department
- Limited purchasing of office supplies
- Phone or walk-in reception
- Develop and Implement Multiple activities - entire process
- Access Banner information
- Data collection and entry
- Creative Problem Solving and making independent decisions that have a significant impact on the department or program
- Represent Director in their Absence
- Forms completion
- Track and reconcile budget
- Performs research
- Represent department in meetings or contacts
- Supervision of other Supervisors
- Coordinating various departmental activities
- Directing or performing administrative operations of a department
- Photo copying
- Often have lead worker supervisory responsibilities and may participate in the hiring and training of staff
- Implement, assist in development of policy and procedure and insure compliance with university policies and procedures
- Recurring assignments
- Mailing In/Out
- Serve as intra department coordinator by coordinating internal resources for efficiency or improved service for external clients
- Collating
- Technical processes or testing where outcomes are used by others to resolve problems or make decisions
- May coordinate work of others within the office/department
- Design and assist in policy or management changes
- Researches and gathers information to produce department or institutional reports or documents
- Plan or coordinate specific events or activities that are alike in nature
- Knowledge of specific software programs for their department