

Job Description Questionnaire

Clerical/Technical/Service

POSITION TITLE

Administrative Assistant

Position Title

Enter your department or unit name.

COLLEGE/DIVISION

Academic Affairs

College or Division

Enter your department or unit name.

DEPARTMENT

English

Department Name

Enter your department or unit name.

Date Submitted

5/21/2019

Job Specifications

Identify specific duties and responsibilities and provide a breakdown of the approximate percentage (ideally not greater than 20% or less than 5%) of time spent, on average, on each duty (separate activities as opposed to grouping them).

Include core criteria components, such as Customer Service/Professionalism, Job Knowledge, Quality of Work, Safety and Security, Communication and Teamwork, Problem Solving and Decision Making, Productivity, & Managerial/Supervisory Skills (if applicable).

Job Responsibilities

Responsibility 1

Core Criteria

- Customer Service/Professionalism
- Job Knowledge
- Quality of Work
- Safety & Security
- Communication & Teamwork
- Problem Solving & Decision Making
- Productivity
- Managerial/Supervisory Skills

Description

Provides administrative support to department chairperson, faculty, staff, and students

% Time

40%

Responsibility 2

Core Criteria

Description

% Time

- Customer Service/Professionalism
- Job Knowledge
- Quality of Work
- Safety & Security
- Communication & Teamwork
- Problem Solving & Decision Making
- Productivity
- Managerial/Supervisory Skills

Greet visitors, answers multiple telephone lines, and serves as a resource for inquiries

20%

Responsibility 3

Core Criteria

- Customer Service/Professionalism
- Job Knowledge
- Quality of Work
- Safety & Security
- Communication & Teamwork
- Problem Solving & Decision Making
- Productivity
- Managerial/Supervisory Skills

Description

Composes and processes routine correspondence, monthly reports, meeting minutes, and technical documents

% Time

20%

Responsibility 4

Core Criteria

- Customer Service/Professionalism
- Job Knowledge
- Quality of Work
- Safety & Security
- Communication & Teamwork
- Problem Solving & Decision Making
- Productivity
- Managerial/Supervisory Skills

Description

Maintains complex, comprehensive filing systems

% Time

10%

Responsibility 5

Core Criteria

- Customer Service/Professionalism
- Job Knowledge
- Quality of Work
- Safety & Security
- Communication &

Description

Oversees training, scheduling, and work assignments for student workers

% Time

10%

Teamwork Problem Solving & Decision Making Productivity
Managerial/Supervisory Skills

Responsibility 6

Core Criteria

Customer Service/Professionalism
 Job Knowledge
Quality of Work
Safety & Security
Communication & Teamwork Problem Solving & Decision Making Productivity
Managerial/Supervisory Skills

Description

% Time

JOB REQUIREMENTS & QUALIFICATIONS

EDUCATION – Check the **minimal** educational background, certification and licensure **required to competently perform the essential responsibilities of the job.**

Educational/ Licensure Requirements

No formal education requirements High School diploma or General Education Degree (GED) Associate's degree (indicate specific field, if required): Associate's degree or equivalent experience (indicate specific field, if required): Bachelor's degree (indicate specific field, if required): Bachelor's degree or equivalent experience (indicate specific field or details on equivalent experience, if required): Advanced degree (indicate specific field, if required): Certification, professional license, or credential: Valid driver's license (indicate required class):

Detail specifications

EXPERIENCE – Indicate below the **type** if experience and minimum number of years of experience required to perform the essential responsibilities of the job. If experience is not required, please type **N/A**.

N/A

SPECIALIZED SKILLS – List special skills and/or behavioral competencies required to perform the essential responsibilities of the job. Please note required skills that are tied to the position, not the current incumbent. If specialized skills are not required, please type **N/A**.

N/A

DECISION-MAKING - Describe the kinds of decisions this position makes. How does each of these decisions require the incumbent to exercise judgment and/or discretion? Please indicate the nature of the judgments required and how these actions relate to or affect other parts of the job or the jobs of others.

This incumbent must be able to work independently while simultaneously prioritizing tasks for the department chairperson, faculty, and students.

OPTIONAL ADDITIONAL COMMENTS -

Physical Activity

	REQUIRED 1 to 2 times per month or less frequently	REQUIRED on a daily or weekly basis	N/A	up to 10 lbs	11-25 lbs	26-50 lbs	51-75 lbs	75+ lbs	N/A
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balancing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping, Kneeling, Crouching, Crawling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine Motor Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you work primarily in an office setting with moderate to light noise, please click here.
 For all other positions, please check the condition(s) that apply to your position and how often it occurs (frequency):

Work Conditions

	Exposed 1 to 2 times per month or less	Exposed on a daily or weekly basis	N /A
Work near moving mechanical parts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Work in high, precarious places	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fumes or airborne particles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Toxic or caustic chemicals	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Outdoor weather conditions	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Extreme heat/cold/humid conditions	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Risk of electrical shock	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Vibrations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Loud noise level	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wearing of specialized safety equipment, such as goggles, etc.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Check here if the following applies to your job:

The responsibilities of this position may include the generation, handling, disposal, or other management of hazardous wastes. Hazardous wastes could include, but are not limited to, chemical or paint wastes, regulated medical wastes, universal wastes, electronic wastes, used oil, or any other waste material that is determined to be a hazardous waste.

SUPERVISION

The position does not have any regular responsibility for overseeing or supervising the work of other employees. The position has immediate oversight of employees while most of the time performing the same or directly related work as those the position leads. The position supervises or manages the work of at least one full-time employee or the equivalent. The position includes budget oversight and decision or recommendations regarding personnel actions, such as hiring, disciplinary action, overtime, changes in pay and terminations.