



3.12 Administrative Assistant II

Summary of Duties

Under general supervision, the Administrative Assistant II for the School of Design and Construction (SDC) provides administrative support services to the Director and Administrative Manager, with delegated authority to act in supervisor's absence in areas of substance. This position serves as a receptionist, and assists with special projects as essential. The following is an abbreviated version of the full position description.

Administrative support – 50%

- Serve as the SDC's primary receptionist and interact with people in a positive and professional manner in person, via e-mail, and on the telephone;
- Provide general information regarding academic programs, policies, and procedures;
- Lead organization of SDC events including catering and facility needs;
- Manage seminar and conference room usage and arrange Skype for Business connections;
- Supervise student employees on specific tasks and assignments (e.g. maintenance of office equipment and supplies, mail, key inventory, building access, facility and storage needs);
- Maintain poster boards in Carpenter, Daggy, and Dana, and TV monitor in Carpenter (OTIS);
- Assist with posting events to the college calendar, social media, and dean's newsletter;
- Generate facilities requests for repairs and maintenance;
- Record accurate minutes from monthly faculty/staff meetings;
- Assist with reports, correspondence, and record keeping as necessary.

Fiscal Budget – 25%

- Act as liaison between SDC faculty/staff and Voiland Business Center for purchase requests, approvals, receipt, and distribution of merchandise;
- Act as liaison between SDC faculty/staff and Voiland Business Center for travel authorizations, arrangements, payments, and reimbursements;
- Assist Administrative Manager with budget records and accounts management.

Personnel and Payroll 20%

- Maintain leave reports for all SDC faculty and staff;
- Generate and track student worker hours through Daily Activity Reports;
- Process PERMS appointments as directed by the Administrative Manager;
- Provide temporary appointment payroll data to Administrative Manager for PEARS certification;
- Maintain SDC personnel records and files.

Other duties – 5%

- Attend SDC, college, and university meetings and serve on committees as necessary;
- Assist with special projects as needed;
- Performs other duties as essential for the effective operation of the SDC.