

3.12 Administrative Assistant II

Summary of Duties

Under general supervision, the Administrative Assistant II is responsible for all school purchases and travel. This person serves as a receptionist, and assists with special projects as requested for the School of Design and Construction (SDC). The following is an abbreviated version of the full position description.

Fiscal Budget – 30%

- Manage purchasing – initiating purchases, receiving and distribution of merchandise, recording purchases in the SDC purchasing log, processing payment either to SDC p-card or employee reimbursement, and monthly reconciliation of purchasing and travel;
- Travel – manage travel arrangements, including processing Travel Authority documents, making reservations, and processing payments and travel reimbursements through the WSU TEV system;
- Maintain department budget records and track budget transactions on SDC accounts including program, state and grant accounts in coordination with Administrative Manager.

Personnel and Payroll 15%

- Maintain leave reports for all SDC faculty and staff and 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's personnel records and files.

Administrative support – 50%

- Assist Director with reports, correspondence, recordkeeping;
- Assist in providing general information regarding school academic programs, degrees offered, and school policies and procedures;
- Oversee general operations of the school including leading student employees on specific tasks and assignments (e.g. mail, maintaining key inventory and records).
- Lead students in organizing school events (e.g. advisory board meetings, commencement celebration, symposiums) including catering and facility needs;
- Facilities
 - maintain key inventory and building access for faculty, staff and students
 - assist with studio and office moves, cleaning, and storage needs
 - coordinate use of seminar and conference rooms and arrange for conference calls and videoconferences
 - maintain poster boards throughout Carpenter Hall and Daggy Hall and electronic media system (OTIS) with relevant information
 - generate facilities requests for repairs and maintenance
- Reception
 - serve as SDC's primary receptionist and interact with people in a friendly and efficient manner in person, via e-mail, and on the telephone

- record accurate minutes from monthly SDC faculty/staff meetings
- process all SDC mail including making campus deliveries when necessary
- maintain office equipment and supplies

Other duties – 5%

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