

FISK UNIVERSITY
Job Description Form

Position Title: Administrative Assistant

Department: Office of the President

Reports To: Executive Assistant

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: September 2008

POSITION SUMMARY

The Administrative Assistant in the Office of the President will work on a variety of administrative assignments and planning projects in coordination with the Executive Assistant. The Administrative Assistant provides a high degree of office support and performs the day-to-day functions in the President's Office that pertain to correspondence, e-mail, filing, and communication in general. This position answers and screens all phone calls coming into the President's Office and responds to inquiries and requests in a courteous, timely, proactive and helpful manner. This position will assist in collecting and keeping track of materials needed for meetings, assist with travel arrangements for the President and process the payment of invoices pertaining to expenses of the President's Office. This person is expected to execute all tasks with a high degree of accuracy, paying close attention to detail. Must demonstrate tact, professionalism and excellent customer service skills. Also must assume initiative, respect confidentiality, and efficiently and accurately handle multiple tasks under pressure.

ESSENTIAL FUNCTIONS

List job responsibilities/functions here:

- Managing and coordinating the day-to-day activities in the Office of the President's involving the President's correspondence, filing, and general communication;
- Representing the Office of the President by answering a variety of questions from various constituencies;
- Screening mail, handling routine mail on own initiative;

- Preparing standard and individualized letters and memos on behalf of the President;
- Responding to written and verbal inquiries and requests, seeking out and communicating needed information;
- Responding to routine correspondence on own initiative or drafting responses for Executive Assistant and/or President's approval;
- Preparing letters, memos, reports, and other forms, as necessary;
- Assisting in coordinating the President's calendar including balancing and resolving conflicting priorities;
- Scheduling standard monthly conference calls, meetings, and lunches;
- Using electronic scheduling via Outlook;
- Making domestic and international travel arrangements and researching international travel requirements;
- Assisting in completing expense reports including complex international travel reports;
- Preparing check requests and paying department expenses;
- Organizing and maintaining department files;
- Discerning urgent matters and determining appropriate administrative level of intercession;
- Managing and coordinating a variety of general office duties including copying materials, expediting correspondence, filing, and running errands as necessary;
- Managing annual subscriptions and memberships;
- Updating and maintaining President's staff and general business contacts and contact lists;
- Assisting in planning and execution of internal management meetings for Senior Administrators, as well as Board and Trustee Meetings by
 - Coordinating organization, publication, and printing of all meeting materials;
 - Assisting with onsite meeting logistics; and
- Performing other related duties as required or assigned.

SECONDARY FUNCTIONS

The person would need to be able to take on new administrative projects as they arise while managing a short and long term work load.

ORGANIZATIONAL RESPONSIBILITY

No direct reports

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and collaboratively in a fluid organizational environment;
- Ability to maintain confidential information with tact and discretion;

- Understanding of the importance of setting a proper tone for the Office of the President;
- Minimum of 3-5 years of experience with Word, Excel, PowerPoint and Internet Explorer;
- Advanced-level experience with Microsoft Outlook, including experience as an owner/publisher of another individual's calendar and contacts;
- Outstanding verbal and written communication skills;
- Excellent interpersonal and organizational skills with strong attention to detail;
- Ability to work with a wide variety of constituents;
- Good writing and editing skills;
- Ability to manage multiple projects;
- Ability to work independently and exercise sound judgment;
- Ability to be flexible and highly adaptive to change;
- Ability to multitask and expedite processes; and
- Energetic and ambitious personality.

QUALIFICATIONS

Education: Associate's degree from an accredited University or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired; Bachelor's degree preferred.

Experience: Five or more years of increasingly responsible secretarial experience, including a variety of duties requiring discretion and independent judgment, to a department head or high-level executive in a professional setting (preferable in a higher education institution), who has had a variety of duties

Licenses or Certificates: N/A

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.