Family: Administrative Services
Level: PR3
Position Profile Title: Administrative Assistant To
Salary Grade: 4
Salary Range:
  Minimum: $41,664.00
  Midpoint: $56,184.00
  Maximum: $70,704.00

PROFILE SUMMARY:
Positions in this job profile provide administrative support to and project management for a Director, Associate/Assistant Director, Associate/Assistant Dean, Department Head, or Manager. They serve as liaison with faculty, staff, students and general public, manage supervisor's schedule, develop correspondence, reports, memoranda, minutes, research and collect data related to various issues, and projects.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Administrative Assistant To is the administrative support of a Director, Associate Director, or Assistant Director with a position level of AM1, AM2 or AM3. Positions provide confidential, administrative support and coordinates administrative work for a Director, Associate/Assistant Director, Associate/Assistant Dean, Department Head or Manager.

PRIMARY POSITION RESPONSIBILITIES:
1. Manages, coordinates and arranges for administrator's travel, calendar, meeting arrangements and tracks expenses on behalf of the administrator.
2. Communicates directives and information from the administrator to others in the organization.
3. Participates in the development and implementation of policies, procedures and practices of the department, unit or school.
4. Maintains confidential files and records on behalf of the administrator
5. Serves as liaison on behalf of the administrator with various internal and external constituencies
6. Drafts and provides input on correspondence and other official acts to the administrator
7. Manages outreach and engagement efforts including serving as the liaison for the administrator with internal and external constituents and stakeholders

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; job may contribute to business and operational decisions that affect the department.

Decisions impact:
- Department
- Direct team
- Students/Parents

ACCOUNTABILITY:
Results are defined by department leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.
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May supervise classified or professional faculty employees including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.

May monitor, inform, report, reconcile and/or move funds within budgets.

**RELATIONSHIPS WITH OTHERS:**
Collaborates and interacts within the Dept/Unit to:
- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Access and/or work with sensitive and/or confidential information.

**TYPICAL REQUIREMENTS:**
Bachelor’s degree.

3 years of experience providing administrative support to an administrator

**DISCLAIMER:**
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.