

POSITION ANNOUNCEMENT

JOB TITLE	ADMINISTRATIVE ASSISTANT I
TYPE OF VACANCY	STAFF
REPORTS TO	DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS
DEPARTMENT	FINANCIAL AID & SCHOLARSHIPS
<p>SUMMARY: Administrative Assistant I performs routine duties required for the smooth operation of the department. These duties include but are not limited to preparing documents, organizing files, scheduling appointments, making travel, meeting and event arrangements, contacting and communicating with customers and supporting other staff members. The successful candidate will be a team player who can be an initiator and work independently when required, have exceptional organizational skills be able to multitask, exercise sound judgment and manage time-sensitive and confidential matters.</p>	
<p>DUTIES & RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ➤ Be the first point of contact and support for internal and external customers. Manage the communication process, track, and follow-up as required; ➤ Prepare and disseminate written and online communication (letters, emails, minutes, reports policies and procedures GPRs etc.) accurately and in a timely manner; ➤ Access student information in Banner Student Aid; ➤ Maintain manager's email accounts and calendar ensuring that adequate event notification is given. Take actions as required; ➤ Assist with departmental telephone call inquiries; ➤ Greet visitors, ascertain nature of business and direct visitors to the appropriate person; ➤ Oversee the management of the department's email account; ➤ Make travel and event arrangements including and not limited to rental, equipment and technology; ➤ Order supplies for the department; ➤ Provide assistance and support for special projects; ➤ Reconcile and submit expense reports; ➤ Assist with making adjustments to award amounts during awards process; ➤ Record and maintain time and attendance records including leave data. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> ➤ Knowledge of office management systems and procedures; ➤ Working knowledge of office equipment, like printers and scanners; 	

POSITION ANNOUNCEMENT

KNOWLEDGE, SKILLS & ABILITIES CONT'D:

- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular);
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Strong organizational skills with the ability to multi-task
- Ability to communicate effectively both oral and written;
- Ability to work independently with minimal supervision;
- Ability to maintain confidentiality of records and information.

QUALIFICATIONS:

- Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with ten (10) years work experience.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	AS-1
Date Published	March 27, 2024
Application End Date	Until Position Is Filled
Date to be Removed	Until Position Is Filled

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant I.