

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME: VACANT
DATE: AUGUST 2021
JOB TITLE: ADMINISTRATIVE ASSISTANT
FLSA STATUS: NON-EXEMPT
JOB STATUS: REGULAR FULL-TIME
JOB CLASS: CLERICAL
DEPARTMENT: NUOP
LOCATION: SETON HALL
TITLE OF IMMEDIATE SUPERVISOR: PROGRAM DIRECTOR, NUOP
SECTOR: STUDENT AFFAIRS

JOB SUMMARY:

Under general supervision, the Administrative Assistant will assist with the administrative support to accommodate the needs of the office as well as provide secretarial assistance and coordination of functions and activities. Will also provide administrative support to the Justice House Living and Learning Community program.

ESSENTIAL DUTIES:

- Answer telephones, take messages, schedule appointments, and greet visitors;
- Perform general office procedures, catalog material, order supplies as needed, and answer department-related questions;
- Handle correspondence, produce reports (including graphs and charts), presentations, and record minutes of meetings;
- Receive and distribute mail and handle both internal and external campus mailings;
- Submit payroll for peer tutors and student assistants to the payroll department for processing;
- Prepare budget revisions to check requests, purchase orders, travel authorizations investigate budget changes and payroll vouchers for reimbursement;
- Maintain calendar(s) to schedule appointments, coordinate meetings, and events as needed, and ensure compliance with deadlines; make travel arrangements;
- Utilize Microsoft Office for word processing, database and spreadsheet management, presentations, and other software as applicable;
- Assist with publications including the annual report, program brochures, newsletters, and marketing materials;
- Maintain departmental website and update as needed;
- Maintain records ensuring completeness and accuracy;
- Respond to all concerns and inquiries when a supervisor is unavailable;
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment;
- Serve as a centralized contact for building maintenance requests;
- Perform other duties as assigned.

ESSENTIAL DUTIES: NIAGARA UNIVERSITY OPPORTUNITY PROGRAM:

- Create, update, and monitor various program databases including data entry, code changes, entering information from supplemental data forms, and creating new records and reports as necessary;
- Train, schedule and supervise student aides providing ongoing emphasis on customer service initiatives;
- Review timesheets, maintain records, and process payroll for up to 5 – 15 student tutors, peer mentors, and peer counselors paid through either human resources or college work-study funds;
- Provide Director with bi-weekly tutoring and work-study payroll and budget reports to facilitate budget monitoring. Monitor the department budget and report irregularities to supervisor;
- Track attendance of students participating in the Niagara University Opportunity Program's four outreach programs and prepare weekly reports for review by Director, program staff, Deans' offices, as appropriate;
- Understand the technology and protocols in Colleague used to run the Satisfactory Academic Progress process three times a year (January, May, August), which alerts both students and university departments of which students are in academic difficulty or on dismissal status. This process includes generating initial emails and letters to students on SAP, updating the SAP database as needed, and disseminating the information, as appropriate, to university departments for follow up;
- Work with Information Technology staff to utilize and disseminate performance-based information (e.g., grades, registration, transcripts) in Colleague on various student populations to support the work performed by staff and other university personnel doing student outreach and follow up;
- Train staff on an as-needed basis on how to leverage the use of various technologies, such as Outlook, Colleague, Excel, Access, scanning software, NUOP drive, etc. in capturing and preserving data that can support effective and efficient departmental evaluation initiatives and further "green" initiatives.
- Assist staff in maintaining all documents and resources pertaining to the NUOP admissions process; including but not limited to, the Slate database as well as excel spreadsheets.

ESSENTIAL DUTIES: JUSTICE HOUSES

- Assist with Justice House event logistics
- Provide PR support for events by posting activities to social media
- Assisting current Justice House students with project logistics, including handling of billing and payments, assisting with transportation and food and lodging arrangements, scheduling of events and room reservations
- Interacting with students to assist in building a sense of community, welcoming them into the program, and encouraging student engagement

GENERAL DESCRIPTION:

% of Time

- 35% Create, input, and maintain spreadsheets, databases, correspondence, and documents for the NUOP Program.
- 20% Track and process payroll, monitor budgets, reconcile invoices, and perform functions related to purchasing supplies and processing purchase orders,
- 20% Perform administrative tasks such as handling correspondence, answering phones, taking messages, scheduling appointments, coordinating meetings and functions, screening/directing visitors to appropriate staff, supporting the administrative needs of a small staff, and maintaining files;
- 15% Facilitate the processes unique to NUOP including Midterm Check Forms and disseminate the information to staff and various university departments as appropriate.
- 10% Train, schedule, and supervise student aides.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read and comprehend the English language sufficiently to be able to read and understand various forms, documentation, files, and information.
2. Basic mathematical skills including addition, subtraction, multiplication, and division to be able to verify the accuracy of work.
3. Proficiency to handle various office machines including but not limited to: keyboard, calculator, computer, copier, and fax machine.
4. Ability to receive telephone calls, respond to inquiries, and effectively communicate with others.
5. Computer literate, including Microsoft Office, and ability to learn new computer software programs.
6. Excellent organizational skills with attention to detail.
7. Ability to perform all essential job functions accurately with minimal direct supervision.
8. Ability to display sound judgment to ensure timely processing and completion of assigned tasks.
9. Ability to plan and coordinate activities.
10. Ability to be tactful and demonstrate sound judgment when dealing with difficult circumstances.

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, and calculator, involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS:

1. High School diploma required with education, training, and experience that provides the necessary knowledge, skills, and abilities; Bachelors respected, but not required.
2. A minimum of three years of experience performing similar tasks is required;
3. Prior work experience in an educational setting is preferred, but not required.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date

October 2021