

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME: VACANT
DATE: JULY 2022
JOB TITLE: ADMINISTRATIVE ASSISTANT
FLSA STATUS: NON-EXEMPT
JOB CLASS: PART-TIME UNDER
JOB TYPE: N
WORK LOCATION: ACADEMIC COMPLEX
TITLE OF IMMEDIATE SUPERVISOR: DEAN OF EDUCATION
DEPARTMENT: EDUCATION
SECTOR: ACADEMIC AFFAIRS

JOB SUMMARY:

Under general supervision, the Administrative Assistant performs clerical and secretarial tasks and provides support for the College of Education.

ESSENTIAL DUTIES:

- Answer telephones, take messages, schedule appointments and greet visitors
- Perform word processing, filing, copying, and faxing in support of the college.
- Handle correspondence; produce reports (including graphs and charts), presentations, and record minutes of meetings.
- Assist dean with scheduling, coordinating and maintaining weekly activities
- Track expenses, handle check requests, purchase orders and office supplies
- Monitor college budget(s)
- Manage full and part time faculty payrolls in the US and Ontario.
- Receive and distribute incoming and outgoing mail for the College of Education
- Respond to requests for rooms and room changes by COE staff
- Serve as liaison between Ontario programs and processing of information on main campus (working with Chair and staff)
- Provide clerical support to the College of Education
- Assist with student records, awards dinners, open houses and accepted student receptions
- Receive and respond to student, administration and outside agencies questions and concerns related to the College.
- Maintain and use college database system
- Assist with programs and events conducted by the College as required
- Make travel arrangements for dean

ACADEMIC ASSISTANT

- Supervise student aides
- 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
- Perform other duties as assigned

GENERAL DESCRIPTION:

% of Time

- 20% Type, file and maintain records of, correspondence, college programs, schedules and majors
- 20% Manage full and part time faculty payroll and budgets
- 30% Receive and respond to calls and questions from students, faculty, administration and outside community
- 10% Assist dean with scheduling, budget and department issues
- 20% Assist with records, registration, and reporting

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 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, Publisher, data systems* and ability to learn new computer software programs.
- 6) Strong and accurate typing skills and utilizing appropriate symbolic graphic programs for equations.
- 7) Excellent organizational skills with attention to details.
- 8) Ability to perform all essential job functions accurately with minimal direct supervision.
- 9) Ability to display sound judgment to insure timely processing and completion of assigned tasks.

ACADEMIC ASSISTANT

ERGONOMIC REQUIREMENTS:

The functions of the position 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, calculator, cutting, labeling, and taping involve extensive wrist and hand movement. 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.
2. A minimum of three years of experience performing similar tasks is required.
3. Prior work experience in an educational setting is preferred.

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

Employee Signature

Date

Supervisor Signature

Date