Wichita State University

Administrative Assistant (6017N, 6513N)

Job Description

GENERAL DESCRIPTION OF POSITION
Performs a variety of routine customer service, clerical, and administrative duties according to established procedures. Provides training and supervision to department staff. This position works collaboratively with department staff to manage office duties and support senior staff in the accomplishment of their duties. Works under supervision, but may be required to provide guidance and/or train others as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collects, organizes, and composes correspondence for department staff.
2. Answers phones, responds to email, forwards messages, and confirms appointments.
3. Maintains appropriate supply inventory for the office.
4. Assists with and coordinates professional meetings.
5. Compiles information and organizes it into relevant reports.
6. Maintains filing systems and utilizes basic word processing, database, and spreadsheet skills.
7. Participates in department meetings as requested.
8. Produces and formats documents, including composition, editing, proofreading, and aggregation of data.

9. Print, distribute and collect timesheets for entry into the Banner database.

10. Receive and handle faxes that may contain sensitive and/or confidential information.

11. Greet and assist individuals who call the department office and who visit in-person.

12. Receive and distribute letters, packages and other mail.

13. Assist administrative supervisors in performing duties during periods of high workload.

14. Monitor departmental calendar to schedule meetings, events and other activities.

15. Prepare meeting agendas and related materials; record meeting minutes.

16. Maintain employee personnel files, altering records with updated information as needed.

17. Prepare documents for newly hired employees and for departing employees.

Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
This position requires a high school diploma or equivalent; higher education degree preferred. 1 to 3 years of experience in an office or administrative setting

ADDITIONAL SKILLS
Intermediate: Ability to cultivate and sustain relationships with diverse audiences. Ability to follow instructions and pay attention to detail. Ability to organize and prioritize work. Ability to work on multiple tasks simultaneously.

PHYSICAL ACTIVITIES
Sit at a desk and use hand, wrist and finger movements to operate a computer regularly. Talk and listen to colleagues, members of the campus community and other individuals in-person and over the phone on a regular basis. Stand and walk around the office and to other campus facilities to perform day-to-day duties. Lift and carry general office supplies and equipment weighing up to 15 lbs.

ENVIRONMENTAL CONDITIONS
General office conditions; moderate noise level.