General Summary
Provides a wide variety of administrative services for the supervisor and the department. Has minimal secretarial duties.

Major Duties
- Participates in the overall management and administration of departmental functions, including operations.
- Directs and administers programs, projects, and processes.
- Engages in budget preparation and control activities in collaboration with the supervisor.
- Develops departmental policies and procedures. Interprets policies and procedures for various customers. Responds independently to inquiries.
- Conducts analyses. Coordinates the collection and preparation of various reports and records.
- Serves as liaison within and outside of the University regarding operations, facilities, personnel, purchasing, etc.
- Initiates correspondence. Schedules activities for the supervisor.
- Typically does not supervise in a formal capacity.

Minimum Qualifications
- Some post high school education or training.
- Working knowledge of the following functions: operations, budget, facilities, personnel, and purchasing.
- Three years of office management experience.

Desired Qualifications
- Some college education.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 12/10