Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Title III Program Administration</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Title III Executive Director</td>
</tr>
<tr>
<td>Time and Effort:</td>
<td>100%</td>
</tr>
</tbody>
</table>

The following 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 personnel so classified.

**General Function (Description):**

This position supports the Title III Executive Director and Title III office team through exceptional administrative support functions. Assists the Title III Executive Director in administrative and budget management support with flexibility in prioritizing and the scheduling of multiple assignments, projects and tasks. Performs a variety of complex, responsible and confidential administrative duties. The Administrative Assistant will have direct responsibility for coordinating and/or monitoring the following administrative programs: tracking and maintaining activity budgets and reports; student employment; inventory records; newsletter; and providing updates for the departmental website. The incumbent may also perform a variety of routine and specialized administrative tasks that are necessary to support the objectives of the Title III Program including: monitoring and maintaining the Program Administration budget; ensure the successful completion of the daily support operations of the office; provide recommendations for office purchases; assist Executive Director in planning and coordinating all workshops, special events and/or retreats (if applicable); handle correspondence and appointment scheduling; maintain office general filing system; and other related duties as assigned.

**Examples of Duties and Responsibilities:**

- Type, proofread, copy, record and transcribe minutes of department meetings and other meetings requested by the Executive Director.
- Provide budgetary assistance by maintaining all budget records, monitoring statement of accounts, reconciling expenditures, making transfers for department budget and research accounts.
- Retrieve and distribute mail, screen telephone calls, greet visitors, and provide information in response to inquiries.
- Develops reports, documents and presentations using computer based software packages.
- Maintain and monitor the Title III Email and Calendar for the department.
- Composes routine correspondence, minutes and proceedings to be reviewed and forwarded to a variety of internal and external constituencies.
- Schedules appointments, receives and refers visitors, use telephone effectively, respond to inquiries in a professional manner.
- Maintain an electronic and paper filing system, logs and records that will meet a variety of needs.
- Monitor and maintain inventory of office supplies and materials. Prepares appropriate documents for procurement of services, supplies, equipment and other items to support Title III. Know standard business procedures.
- Make travel arrangements, assist in training and managing college work-study students.
- Assist Director in planning and coordinating all workshops, special events and retreats.
- Performs other tasks and duties as assigned by the Executive Director.

**Knowledge, Skills and Abilities**

- Experience in office administration or relevant work experience supporting an executive level administrator.
- Knowledge of program assessment and evaluation methodologies.
- Knowledge and training in administrative office operating procedures.
- Excellent organizational, interpersonal, written and oral communication skills.
- Proficiency with office equipment and various software application packages. (Publisher, PowerPoint, Word, Excel, Access, etc…)
- Experience with creating and designing departmental newsletters to include graphics and photos.
- Ability to handle several projects/responsibilities simultaneously and to work independently.
- Ability to interact effectively while coordinating and managing multiple tasks.
- Ability to plan and execute tasks to accomplish specific completion dates.
- Experience database budget management preferably BANNER.
- Knowledge of program assessment and evaluation methodologies.
- Ability to interface with a variety of internal and external stakeholders, including senior administrators and staff, faculty, students and funding agency program officers.

**Minimum Hiring Standards:**

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s Degree preferred or any combination of education and experience providing required knowledge and skills, i.e., equivalent of completion of college courses supplemented by related business/secretarial courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience Required</td>
<td>Five to Ten years of progressive administrative support experience with federally funded programs in the private, public or non-profit sector.</td>
</tr>
<tr>
<td>Other Skills</td>
<td></td>
</tr>
</tbody>
</table>