Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Sr. Staff Assistant</th>
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<tbody>
<tr>
<td>Employee:</td>
<td></td>
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<tr>
<td>Department:</td>
<td>WCLK</td>
</tr>
<tr>
<td>Reports To:</td>
<td>General Manager</td>
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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):

Under direct supervision of the General Manager, the Staff Specialist is responsible for the administration of budgets, restricted, unrestricted and special fundraising accounts. Processes the flow and tracking of requisitions and acquisitions. Controls the flow of incoming phone calls, visitors, and invited guests. Prepares and distributes incoming/outgoing mail, provides typing, filing and tracking of correspondence; aids Station Manager in the fulfillment of office policy and procedures. Responsible for travel and meeting arrangements as well as student vouchers.

Examples of Duties and Responsibilities:

1. Maintains and tracks four separate budgets, including restricted, unrestricted and special fundraising accounts, prepares budget reports, interfaces with budget office on a routine basis.

2. Tracks and monitors all incoming and outgoing invoices, payments, and budgetary paperwork including vendor payments, travel, and office reimbursements.


4. Composes and processes office correspondence as directed.

5. Backs up front office receptionist activities, handling office visitors, answering and routing calls and performing related activities.

6. Supervises work study students and prepares staff and student bi-weekly time sheets processing.

7. Maintains an inventory of supplies and equipment; requisitions supplies, equipment and materials as needed and/ or requested.

8. Handles meeting facilitation and travel arrangements for General Manager and staff.
9. Receives personnel information, types contracts, and distributes paychecks to staff.

10. Assists on special projects.

11. Other duties as assigned.

**Knowledge, Skills and Abilities**

1. Ability to understand oral and written instructions.
2. Ability to work with minimum supervision.
3. Ability to work well with others.
4. Possesses excellent experience in word processing and expertise in database management.
5. Possesses effective communication skills.
6. Demonstrates ability to work autonomously in an office setting.
7. In conscientious about the confidential nature of the work produced by the Continuing Education and Summer School Programs.
8. Has knowledge of general office procedure and conduct.
9. Is able to operate various types of office equipment.

**Minimum Hiring Standards**

<table>
<thead>
<tr>
<th>Education</th>
<th>Must possess an A.A. degree in Secretarial Science or its equivalent, high school diploma (or GED) and at least five (5) years related experience.</th>
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<tbody>
<tr>
<td>Years of Experience Required</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
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Employee  

Date  

Manager/Supervisor  

Date  

Human Resources  

Date