**Position Title:** Staff Assistant  
**Department:** Campus Services  
**Reports To:** Director of Campus Services

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**  
Performs administrative and clerical work supporting the Office of Campus Services.

**Examples of Duties and Responsibilities:**

- Receives and screens office visitors and telephone calls, identifies matters requiring priority handling and brings them to attention of supervisor; receives and refers concerns raised by students, parents, personnel or other constituents.
- Reviews and summarizes miscellaneous reports and documents.
- Schedules and coordinates calendar and appointments for the manager. Updates and maintains the departmental calendar.
- Coordinate meetings; assist in the design and preparation of presentations and other meeting materials.
- Maintains department records and files both soft copies and hard copies.
- Drafts reports and correspondence; processes various forms.
- Coordinates payment of invoices and delivering of commission checks for daily deposit.
- Assists with the production of departmental brochures.
- Coordinate external facilities use rentals.
- Supervises student assistants.
- Maintain reception area.
- Picks up, opens and distributes mail.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of basic office policies and procedures.
- Knowledge of various computer equipment and operation; candidate must be proficient in Microsoft Office Products, in particularly Word, Excel, Power Point, and Outlook.
- Effective oral and written communication skills.
- Effective time management and organizational skills.

**Minimum Hiring Standards:**

<table>
<thead>
<tr>
<th>Education</th>
<th>High school diploma or GED</th>
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<tr>
<td>Years of Experience</td>
<td>Two years administrative experience; or a combination of training and experience.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>None</td>
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</tbody>
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