



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Staff Assistant I
Department:	Mathematical Sciences
Reports To:	Dr. Sandra Rucker

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):

The Staff Assistant's work involves assisting with the planning and operations of the Department of Mathematical Sciences. Under general supervision, the Staff Assistant performs a variety of specialized and complex administrative duties. These duties include processing forms, reviewing and processing applications or proposals, maintenance of records, responding to inquiries, preparing reports, maintaining databases, preparing budgets, coordinating meetings, coordinating conferences and special events, and assisting in the management of the Mathematics Lab. The Staff Assistant performs all necessary administrative and clerical work required to support the functioning of the department.

Examples of Duties and Responsibilities:

Provides leadership, trains, and monitors work of less experienced staff or assigned students; Responds to complaints and requests for information; Uses independent judgment, discretion and initiate to review and prioritize data and reports for the chair; Maintains critical and confidential databases; Arrange meetings and conferences and assist in agenda preparation; Maintains departmental records, prepares PAFs, requisitions, clerical duties, maintain and monitor record of departmental expenses, prepare travel requisitions/reimbursements, assists in the management of the Mathematics Lab. and other administrative duties

Knowledge, Skills and Abilities:

Performs work in an accurate and efficient manner;
Types accurately and pays attention to details;
Knowledge of basic office policies and procedures;
Effective oral and written communication skills;
Effective time management and organizational skills;
Knowledge of Microsoft Office Programs such as Word, Excel, Power Point, Outlook, and Teams;
Able to work independently;
Ability to get along well with others (students, faculty, staff, visitors) and to work effectively in a team;
Exhibits professional behavior at all times;
Responds appropriately to constructive advice aimed at improving job performance;
Exhibits punctuality with respect to working hours;
Exhibits consistent and required attendance with respect to working days;
Knowledge of current computer technology and software packages
Ability to Learn and Use Mathematical Software

<i>Minimum Hiring Standards:</i> Education	Bachelor's degree preferred; High School Diploma with 3 years administrative experience acceptable
Years of Experience	3 years or more of administrative experience preferred
Years of Management/Supervisor Experience	Negotiable

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