



## Clark Atlanta University Job Description

<b>Position Title:</b>	Sr. Staff Specialist
<b>Employee:</b>	
<b>Department:</b>	WCLK
<b>Reports To:</b>	General Manager

*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. Schedules and assists board meetings, prepares PowerPoints, excel spreadsheets and office presentation materials as needed. Handles student work study and intern processes of recruitment, orientation and placement.

### **Examples of Duties and Responsibilities:**

1. Maintains and tracks all station fund accounts to include restricted, unrestricted and special fundraising accounts, prepares budget reports, interfaces with budget office on a routine basis. \Sets up 405 and budget tracking processes.
2. Handles accounts payables and receivables for station. Tracks and monitors all incoming and outgoing invoices, payments, and budgetary paperwork including vendor payments, travel, and office reimbursements.
3. Maintains office equipment and schedules routine repairs and supplies. Keeps abreast of latest office technologies.
4. Schedules all internal and external meeting requirements for staff, board, division and retreats. Prepares PowerPoints, excel spreadsheets, and office presentation materials as needed,
5. Handles 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**

<b>Education</b>	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.
<b>Years of Experience Required</b>	
<b>Years of Management/Supervisor Experience</b>	

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date