



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Staff Assistant
Department:	Business and Auxiliary Services
Reports To:	Director, Business Services Operations-Arnetta Reid

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 duties the business services units, including support activities for the VP, Business Services. Provide coordination for systems relating to the generation of University ID/Debit Cards and usage of all fiscal accounts in relation to the University ID/Debit Card. Must be able to produce ID/Debit Cards using the current video imaging systems.

Examples of Duties and Responsibilities:

- Acts as web master for business service units
- Participates in various meetings as assigned
- Manages the calendar for VP, Business Services and Sr. Director of Business Services
- Working knowledge of ID Works, Blackboard Transact, Reporting and Banner SCT.
- Assists with all PAW Card office duties including making i.d.'s for students, faculty, staff and contractors.
- Troubleshoot problems/concerns as it relates to the credit card machine.
- Supports Market Thursdays, Special Markets, and events as needed.
- Act as liaison between customer, community and system vendors.
- Interact professionally with all levels of faculty, staff, students, parents and outside vendors
- Account responsibilities including deposits for the unit
- Covers main phone line for business services and monitors business services emails
- Provides clerical support to business services staff, including UME.
- Maintain department records and files.
- Drafts reports and correspondence; processes various forms.
- Assists with student registration.
- Inventories supplies and equipment.
- Supervises student assistants.
- Performs light typing duties.
- Maintains reception areas.
- Maintains service contracts on office equipment.
- Opens and distributes mail.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Experience in cashiering in a related environment.
- Working knowledge of various technologies in regard to identification card systems including, but not limited to various software packages, hardware execution and a working on the operation of an identification system.

- Demonstrate progressive execution of receiving funds in regard to the fiscal management of the University ID/Debit Card.
- Familiarity with a university environment is a plus
- Knowledge of basic office policies and procedures.
- Effective oral and written communication skills.
- Effective time management and organizational skills.

Minimum Hiring Standards:

Education	Bachelor's Degree in related field
Years of Experience	Two years of progressive responsibilities in a related field along with administrative experience; or a combination of training and experience. Working knowledge of ID Works, Blackboard Transact, Reporting and Banner SCT. Light typing may be required for some positions. Must be able to lift and carry 50 pounds, good vision, and operate all equipment. Ability to stand for long periods of time.
Years of Management/Supervisor Experience	N/A

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