



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Administrative Assistant
Department:	W.E.B. Du Bois Department of Sociology & Criminal Justice
Reports To:	Chair, Dr. Anthony T. Adams

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. The duties of this position are to be performed on-site during work hours as defined by the policies of the University."

General Function (Description):

Assist students and parents, faculty, and University personnel. Candidate will provide crucial office support for the office's day-to-day operations. Candidate will communicate both verbally and electronically (Email) to constituents, answering questions and providing essential information.

Examples of Duties and Responsibilities:

Communication: Answering phones and routing calls to serve the needs of students and faculty, taking and transferring messages, and responding to Emails.

Scheduling and Calendar Management: Scheduling appointments, meetings, and events for faculty and constituents.

Document Preparation: Typing, editing, and formatting documents like memos, reports, and presentations.

File Management: Organizing and maintaining both physical and electronic files.

Office Management: Issuing Student Overrides, Managing College Work Study employees and their Timesheets, ordering supplies, maintaining equipment, assisting with basic bookkeeping tasks.

Support to Faculty and Administrators: Assisting with various tasks as needed, including preparing presentations, coordinating logistics for meetings, and handling correspondence.

Customer Service: Greeting visitors, including students and parents, University employees, and those external to Clark Atlanta University.

Knowledge, Skills and Abilities:

- Basic knowledge of University Operations (e.g., Faculty, staff, and administration)
- Typing
- Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to use aforementioned software in a variety of situations.
- Ability to think creatively and imaginatively.
- Ability to use critical thinking and problem-solving skills.

Minimum Hiring Standards:

Education	H.S. Diploma/Some Junior College Experience
Years of Experience	2 Years of Experience
Years of Management/Supervisor Experience	n/a

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