



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Staff Assistant
Department:	Center for Cancer Research and Therapeutic Development (CCRTD)
Reports To:	Project Manager III

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 will perform data entry and data management, as well as minor budget-oriented tasks. Provides support to CCRTD project management staff with financial transactions, processing invoices, purchase orders, and preparing expense reports.

Examples of Duties and Responsibilities:

- Assist with the management of external budgets and budget-related transactions such as processing invoices, purchase orders, and expense reports.
- Prepare travel-related arrangements, including travel approvals, registration, reservations, and reimbursements.
- Properly facilitate budget revisions according to University policies and procedures.
- Properly facilitate journal entries for the department with accuracy.
- Reconcile department grant and partnership spending, and generate proof of spending files.
- Coordinate and monitor expenditures on external funding projects.
- Assist with the coordination of applicable grant reports.

Knowledge, Skills and Abilities:

- Knowledge of word processing, spreadsheets, and databases.
- Knowledge of office management systems and procedures.
- Knowledge of business management practices.
- Working knowledge of office equipment, i.e., copier, printer, scanner, fax, shredder, etc.
- Proficiency in MS Office (MS Word, Excel, PowerPoint, and Outlook in particular).
- Excellent time management skills and the ability to multitask, organize, and prioritize work.
- Attention to detail and problem-solving skills.
- Strong written and verbal communication skills.

Minimum Hiring Standards:

Education	Bachelor’s degree in business, project management, or related field.
Years of Experience	2-3 years of experience in a business environment.
Years of Management/Supervisor Experience	N/A

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