



Clark Atlanta University Job Description

Position Title:	Staff Assistant I
Department:	School of Education – Department of Curriculum and Instruction
Reports To:	Curriculum and Instruction Department Chair

General Function (Description):

This individual will provide technical assistance and general administrative support to the School of Education, Department of Curriculum and Instruction

Examples of Duties and Responsibilities:

- Provides direct administrative support to the Department Chair and Department of Curriculum and Instruction by maintaining files, calendar records, coordinating travel arrangements and scheduling faculty/staff /student appointments and meetings.
- Handles and manages highly sensitive, confidential student/faculty records and is charged with safeguarding and maintaining information accordingly.
- Uses a variety of computer software (i.e., Banner, EPAF, Argos, Degree Works, MS Office, Zoom, Power Point, etc.) to complete administrative assignment.
- Word processes, composes and edits official correspondence, reports, grants, research papers and other complex and confidential documents.
- Assists in planning special events such as orientation, conferences and ceremonies.
- Answers the telephone and greets visitors. This communication includes significant interaction with individuals outside the department and University.
- Coordinates coverage of reception area.
- Manages the department level requisition/purchasing processes.
- Supervise work-study students and submit work-study paperwork.
- Maintain work-study paperwork and submit timesheets via EPAF.
- Train student workers on all policies, processes, and procedures associated with the work unit, including: FERPA, document and form distribution, and appropriate procedures to advise students on the basic steps associated with the registration process and academic records.
- Assist other SOE Departments/Office of the Dean as needed.

EDUCATION AND TRAINING

Bachelor's degree or/and a minimum of three years experience in office management.

KNOWLEDGE SKILLS AND ABILITIES

- Ability to understand oral and written instructions.
- Knowledge of general office procedures.
- Ability to maintain simple and accurate records.
- Knowledge of computer software and hardware and ability to operate basic office
- Good written and oral communication and an aptitude for numbers.
- Discretion, judgment, organizational ability and
- Ability to perform other related office duties as requested are important

Minimum Hiring Standards

Education/Years of Experience	Bachelor's degree and/any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
Years of Management/Supervisor Experience	NA

Director/Unit Head

Date

Dean/ Chair

Date

Human Resources

Date