

Job Title	Senior/Administrative Assistant
PVN ID	YC-2012-003789
Category	Clerical/Office Services
Location	YORK COLLEGE

Department

Status	Full Time
Annual Salary	\$28,275.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Feb 17, 2021 (Or Until Filled)

General Description

With latitude, when delegated, for independent judgment, initiative and decision making, serves as the lead or supporting administrative assistant to the manager of an administrative unit, or, in a small program, to the RFPI/RFPD/RFPC, or to other key program staff in a responsible capacity. In a large unit or program may report to a Principal Administrative Associate or Office Manager. Is responsible for day-to-day oversight of administrative matters for an office; maintains the daily schedule; engages in liaison with various college offices, sponsor contacts, RF Departments, etc. as directed. Coordinates the work of part-and-full-time lower level clerical and support staff. May coordinate a broad range of day-to-day projects and administrative services.

Other Duties

- Coordinates day-to-day administrative activities based on the Director's or Associate Directors' guidance and goals.
- Resolves administrative matters referred to the project, program, or administrative unit, as guided by the supervisor.
- Maintains accurate up-to-date calendars; briefs and prepares the Director/Associate Directors for the daily activities; alerts to upcoming important meetings and commitments; tracks correspondence, including email;
- Schedules meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry; follows unit head's priorities for access;
- Coordinates all travel schedules and arrangements.
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the unit head.
- Coordinates large mailings from electronic and other lists;
- Assists in the gathering, preparation, and dissemination of information relating to the administration and

management of the department or area;

- Locates basic information or background materials for administrative meetings; prepares summaries as directed; converts information to various presentation formats; oversees scheduling details and meeting details;
- Drafts, proofs, and assists with production of brochures and other program materials;
- Implements processes to improve and streamline office administrative operations under direction of supervisor.
- Keeps financial records related to office administration, including processing purchase orders, purchasing supplies and equipment, responding to invoice and reimbursement inquiries; assists with detailed reports for the Director/Associate Directors.
- Organizes petty cash receipts and distribution;
- Assists in the preparation of reports and presentations.
- Oversees production of minutes of various committee meetings.
- Provides assistance and responds to verbal and written requests for information.
- May coordinate subordinate staff in fulfilling any of the above assignments.
- Assists in developing and tracking PAFs and PVNs for program positions
- Attends meetings with or on behalf of the unit head; takes minutes; prepares summaries as directed.
- Arranges and assists with Board meetings, special events, ceremonies, and conferences, including possible travel to other sites; handles VIP attendees;
- Prepares drafts of reports and documents for the unit head based on information and research gathered from basic sources;
- Proofreads or edits speeches or other presentation documents, correspondence, and reports created by others;
- Reviews incoming and outgoing submissions for completeness and accuracy;
- May review for equivalency the education and work credentials, including foreign education degrees, for staff and students using computerized sources or other documents; refers problem cases to supervisor;
- Undertakes special projects or assignments of a basic-to-complex nature requiring some independent judgment and exercising paraprofessional skill;
- Typically performs other activities at a higher level of competence and with greater independence.
- Other duties as assigned

Qualifications

- Ability to organize, prioritize, and coordinate day-to-day projects and assignments;
- Ability to work independently and as part of a team;
- Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.;
- Ability to read, understand, and follow administrative policies and procedures;
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
- Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
- Ability to identify administrative problems and correct incidents of poor service;
- Ability to organize and manage records and archival systems;
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.
- Ability to evaluate the equivalency of educational qualifications of staff or students using prepared

materials;

- Ability to coordinate the efforts of lower level support staff;
- Proficient in use of major software programs for supporting office operations: including but not limited to software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, and email;
- Proficient in use of major RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc.
- Proficient in learning improved professional and technical skills.

Qualifications:

For Administrative Assistant:

A high school diploma or its equivalent (an acceptable equivalent would be a GED) and seven (5) years of work experience in the required fields for the specific work area or a closely related equivalent field; OR

Successful completion of one (1) year of college (or 30 college credits in a matriculated course of study) and six (4) years of work experience in the required fields; OR

An Associates Degree from an accredited college and three (3) years of work experience in the required fields
OR

A Bachelor's Degree from an accredited college and one (1) year of work experience in the required fields,
AND

Demonstration of the specific competencies required at the time of hire.

For Senior Administrative Assistant, in addition to the above: two (2) years of related experience (e.g. AA plus 5; BA plus 3), preferably working in the capacity of an Administrative Assistant or equivalent.