UNIVERSITY OF SOUTHERN CALIFORNIA

Administrative Assistant I

Job Code: 111019

OT Eligible: **Yes**

Comp Approval: **1/11/2005**

JOB SUMMARY:

Performs varied secretarial and administrative duties for an academic or administrative department.

JOB ACCOUNTABILITIES:

*E/M/NA   **% TIME**

_____	_____	Composes and produces a variety of business correspondence, reports and related materials or guides the work of other staff who produce these materials. Reviews and signs, as authorized.
_____	_____	Edits documents produced by others.
_____	_____	Ensures confidentiality and controls access to sensitive information such as faculty or staff personnel files.
_____	_____	Responds to inquiries and requests for information requiring knowledge of departmental and university policies and procedures.
_____	_____	Serves as internal resource to faculty, administrators, staff or students on departmental and university procedures. Researches information, as requested, and relays official interpretations. Maintains currency on revisions to department, school, and/or university policies and procedures.
_____	_____	Performs administrative duties associated with scheduling and coordinating meetings and planning events. Arranges with vendors for services, prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials. Attends functions to ensure satisfactory outcome. Records minutes and summarizes for typing and distribution.
_____	_____	Researches and gathers data for departmental reports. Conducts preliminary analysis of data. Recommends report content and format to display findings most effectively.
_____	_____	Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries. Tracks and monitors assigned budget expenditures and reports on variances.
_____	_____	Coordinates the preparation, development and production of major documents, such as proposals, manuscripts, accreditation reviews. Coordinates efforts or contributions of multiple staff and/or faculty.
_____	_____	Oversees office operations. Implements changes or enhancements to procedures to improve productivity, efficiency and service.
_____	_____	Assists in maintaining office equipment and purchases.
_____	_____	Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit's work.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No

☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Associate's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

2 years

Minimum Field of Expertise:

Secretarial or specialized clerical, including some administrative experience.

Preferred Education:

Bachelor's degree

Preferred Experience:

3 years

Preferred Field of Expertise:

Combined secretarial and administrative experience in a university environment, preferably USC

Skills: Administrative:

Answer telephones
Arrange travel
Assemble and coordinate manuscripts
Balance figures
Communicate with others to gather information
Compose letters
Compute totals
Coordinate meetings
Coordinate work of others
Develop office procedures
Edit routine documents
Establish filing systems
Gather data

Gather data
Maintain filing systems
Prioritize different projects
Research information
Understand and apply policies and procedures
Use database and/or word processing software
Verify calculations
Writes memorandums for own signature

Skills: Other:

Lead/guidance skills

Skills: Machine/Equipment:

Adding machine
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier
Typewriter

Supervises: Level:

Leads one or more employees performing similar work.

Supervises: Nature of Work:

Clerical/Secretarial

SIGNATURES:

Employee: _____   **Date:**_____

Supervisor: _____   **Date:**_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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