Concept of class: Third-level office and administrative position. Positions in this class have discretionary authority and independent responsibility. The work is performed under general guidelines and requires the establishment of priorities.

Qualifications: High School Diploma/GED and four years of related office experience. Training/education may be substituted for some of the years of experience. Computer experience required. Specific knowledge/skills may be required.

Typical Tasks: (These examples do not include all possible tasks in this classification and do not limit the assignment of tasks in any position of this classification.)

- Respond to and initiate inquiries (questions regarding purchasing, personnel, facilities and operations). Explain complex policies and procedures and independently resolve problems/questions. Prepare presentation materials for others. Edit for content.
- Provide support for personnel searches and other complex events (grad school applications, grant proposals and contracts, teaching evaluation processes, processing visas).
- Plans and prioritizes meetings. Prioritize and make decisions on a daily basis regarding calendars.
- Compose and/or prepare correspondence, memoranda, promotional materials or forms, newsletters, manuals, etc.
- Assist with grant proposals and serve as a resource for information related to the management of grants and contracts.
- Develop computer-assisted processes, guidelines, procedures or tools.
- Design and/or maintain databases, websites.
- Processes and maintains information that may require gathering, compiling and maintaining data.
- Responsible for evaluation and modification of file systems.
- Recommend standard department office equipment.
- May provide informal orientation and training of other employees. May supervise student workers. Not a PELRA Supervisor.
- Process departmental mass mailings. May delegate departmental mass mailings to other employees.