

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Secretarial/ Administrative Assistant	RANK x303	GROUP III

DEFINITION:

Under general supervision of a staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Provides high-level administrative support.
- (b) Performs clerical functions such as preparing correspondence, welcoming visitors, and managing appointments.
- (c) Addresses administrative inquiries from managers.
- (d) Manages assigned projects and tasks.
- (e) Carries out additional tasks as needed.

BASIC QUALIFICATIONS:

Three (3) years of clerical experience, two of which must have included duties requiring discretion and independent judgment concerning selection and evaluation of procedure or at least three (3) years of University course work.

Ability to communicate effectively and perform at a fast pace.

QUALIFICATIONS FOR STARTING AT STEP B:

(a), (b), and (c) above plus four (4) years of clerical experience, two of which must have included duties requiring discretion and independent judgment concerning the selection and evaluation of procedures or at least three (3) years of University course work and one (1) year of clerical experience.

LEARNING OUTCOMES*:

- Identify areas for continual growth while pursuing and applying feedback.
- Professionally advocate for oneself and others.
- Assume duties that will help one progress professionally.
- Seek and embrace development opportunities.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.

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- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Multi-task well in a fast-paced environment.
- Actively contribute and advocate for inclusive and equitable practices that influence individual and systemic change.
- Plan, initiate, manage, complete, and evaluate projects.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Show a high level of dedication toward doing a good job.
- Have attention to detail, resulting in few, if any, errors in their work.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).