

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Administrative Aide	<b>SALARY GRADE:</b>	HU-06
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	05
<b>JOB CODE:</b>	2416	<b>FLSA STATUS:</b>	Non-Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** Under general supervision, performs clerical and secretarial work, involving responsibility, complexity and variety. Provides general receptionist support to a busy office environment.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include administrators, faculty, students and staff of the department and University. External contacts include vendors, visitors and the general public.

**PRINCIPAL ACCOUNTABILITIES:** Greets visitors to the office and directs them to the proper destination or answers questions. Provides assistance within scope of knowledge and responsibility.

Answers telephone, directs calls to appropriate employee or answers questions.

Performs a variety of typing assignments. Uses the computer to maintain spreadsheets and databases. May prepare presentations.

Schedules appointments, meetings, conferences and arranges travel. May maintain calendar of one or more high level employees in the department.

Maintains bulletin board, posts notices and keeps information current.

Receives incoming mail, packages and notices. Duplicates and distributes information, notices, etc to members of the department.

Maintains department files and filing system, both hard copies and computerized files.

Records and/or takes notes at meetings. Maintains various logs and ledgers.

Performs other job-related duties as assigned.

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**BARGAINING UNIT:** N/A

**CORE COMPETENCIES:** Familiarity with office practices and secretarial science.

Skill in the operation of computers, related software applications (word-processing, spreadsheet, database, graphic presentations, information management, etc.) and standard office equipment.

Skill in the use of proper grammar, punctuation, spelling, business correspondence, composition and format.

Communicate effectively orally and in writing with a diverse population

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

**MINIMUM REQUIREMENTS:**

High School diploma or GED and 1-2 years of responsible secretarial experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation & Performance Management

**DATE:** \_\_\_\_\_