

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Administrative Assistant III	SALARY GRADE:	HU-09
DATE CREATED:	December 1, 2014	EEO CODE:	05
JOB CODE:	2413	FLSA STATUS:	Non Exempt
BARGAINING UNIT:	N/A		

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

BASIC FUNCTION: The purpose of this position is to perform a variety of advanced office/administrative support duties which require a thorough knowledge of a function or functions within a department or work unit. This position may be responsible for monitoring budgets and business affairs, personnel matters and interpreting policy and procedures. Incumbents typically work at a high degree of independence with general direction and supervision received from a department supervisor, manager, assistant/associate director or assistant/associate dean.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students and staff. External contacts may include vendors, consultants and the general public.

PRINCIPAL ACCOUNTABILITIES: Directs the workflow of the office. Develops and implements office procedures and practices. May assign and monitor student workers, as directed. Provides direction to clerical staff to coordinate administrative procedures within the department and/or among other offices.

Monitor or oversee the monitoring of a variety of account expenditures; maintain and reconcile detailed budgets for various accounts; advises and/or determines which expenditures are within the budget guidelines; inform management of irregularities and proceed with corrective action.

Prioritize workload to meet work unit operations.

Submit timecard data for department. Verifies leave time and total paid time for pay period. Resolve inaccurate or incomplete time record with supervisor and/or employees.

Enter personnel and financial documents with related software applications. Perform data analysis of moderate difficulty using tables, graphs, basic statistics, and print final reports. Prepare visuals for presentations.

Prepare confidential correspondence and reports. Determine and makes

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needed corrections to produce error-free final copy. Assembles data and composes a variety of correspondences for department.

Design office filing systems and files correspondence, and other items according to categorized order. Search files and other information sources to answer questions or assemble data for supervisor and other staff. Use automation to remind supervisor and others of scheduled events, deadlines and other pending matters.

Work directly with a wide variety of professional, technical and/or supervisory staff to assist in general duties. Gather and compiles statistics and other materials for various reports. Review and process a variety of forms both online and hardcopy such as personnel or purchase requests.

Serve as liaison to faculty, staff, students, alumni, patients, outside agencies and the public concerning information or complaints.

Participate in meetings and conferences pertinent to area of responsibility.

Prioritizes and arranges meetings, conferences and appointments for unit administrator; make necessary travel reservations and itineraries; determines and prepares background material needed.

Perform other job-related duties as assigned.

CORE COMPETENCIES: Advanced knowledge of office and administrative practices and principles. Skill in the operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge and skill in accounting and budgeting procedures and techniques. Ability to problem solve and make decisions. Ability to exercise discretion and ensure a high-level of confidentiality. Ability to communicate effectively orally and in writing with a diverse population. The ability to establish and maintain effective harmonious work relations with faculty, staff, students and the general public.

MINIMUM REQUIREMENTS: High School diploma or GED and 2-4 years of general work experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years 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.

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SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
 Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
 Department of Compensation & Performance Management