

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

<b>POSITION TITLE:</b>	Administrative Assistant I	<b>SALARY GRADE:</b>	HU-07
<b>DATE CREATED:</b>	December 1, 2014	<b>EEO CODE:</b>	05
<b>JOB CODE:</b>	2415	<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

**BASIC FUNCTION:**                    The purpose of this position is to provide varied administrative support to an office, department or school. Incumbent follows written and oral instructions with work typically subject to review. Difficult or unusual problems are generally reported to a supervisor. This position may report to a department supervisor, manager, assistant/associate director or assistant/associate dean.

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

**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:**                    Provide general information in response to inquiries in person or by telephone; refer highly analytical inquiries to immediate supervisor.

Review accounts, reports, records or other documents for completeness, accuracy and conformity within established procedures; collects data to maintain such records.

Utilize the university's computing software and databases, as required, in the execution of administrative and clerical duties and responsibilities.

Maintain other's schedules as instructed and makes tentative appointments; makes arrangement for meetings by scheduling facilities and services according to instructions from supervisor.

Operate copiers, personal computers, fax machines, or other basic office equipment found in the work unit.

Assemble and/or compile a variety of data from department records for incorporation into reports.

Prepare correspondences, reports and similar material from rough copy or drafts; composes standard correspondences.

Assemble and distribute or mail applications, forms and general information requested by visitors, applicants, students or the general public.

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Prepare work orders, supply requisitions, requests for special data or similar actions within established limits and procedures; obtains appropriate signatures.

Perform other duties as assigned.

**CORE COMPETENCIES:** Skill in the operation of a variety of office machines including personal computers, telephones, fax machines and copiers.

Ability to develop and maintain basic proficiency in the utilization of Microsoft Word, Excel, PowerPoint and related software applications to perform a variety of typing and/or project assignments.

Knowledge of general office procedures and practices.

Skill in basic arithmetic, grammar and spelling.

Ability to effectively communicate orally and in writing.

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 0-2 years of general work 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:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

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