

HOWARD UNIVERSITY

Position Description

POSITION TITLE: Administrative Services Professional **SALARY GRADE:** HU-10
DATE CREATED: December 1, 2014 **EEO CODE:** 02
JOB CODE: **FLSA STATUS:** 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 office management and administrative work. This position may control office workflow and established office procedures in support of the department. The incumbent typically works at a high degree of independence and uses initiative to carry out regular assignments in accordance with established policies and procedures. This position generally reports to a department manager, assistant/associate director, assistant/associate dean or other senior administrator.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and 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 include administrators, faculty, students, and staff of the Department and University. External contacts include executive alumni, vendors/contractors, general public and external agencies.

PRINCIPAL ACCOUNTABILITIES: Control the workflow of the office. Implement office procedures and practices. Perform directives from supervisor to coordinate administrative procedures within department and/or among other offices.

Maintain bookkeeping records of revenues and expenditures for department or school. Assign proper budget codes. Prepare requests for travel authorizations, services request, etc. Check records, meet with staff and resolve any differences with accounting.

Answer inquiries on general and technical matters in accordance with established guidelines and forwards other items to supervisor or appropriate staff.

Enter personnel and financial documents with related software applications. Perform data analysis of average difficulty using tables, graphs and basic statistics. Submit final reports to department administrators and/or managers.

Supervise the scheduling of appointments, meetings and conferences for department heads and/or other department staff.

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Coordinate logistics of all department events and meetings including travel and lodging arrangements, agendas, information packets, parking, amenities etc. and provide on-site guidance to visitors and guests for university related events.

Record and maintain agenda and minutes from all division, department and faculty meetings and distribute them accordingly.

Review catalogs and meet with vendors to order office supplies and equipment. Obtain bids and price quotes from vendors, monitor inventory of supplies.

Create and manage office filing systems. Responsible for filing correspondence and other items accordingly.

Receive, open and screen mail for the department.

May assists in the completion of grant proposals for the department and divisions within the department.

Process paper work for the hiring of new salaried personnel, and advises them concerning the University's procedures.

Perform other job-related duties as assigned.

CORE COMPETENCIES: Advanced knowledge of office and administrative practices and principles.

Skill in operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge of standard office equipment.

Knowledge and skill in accounting and budgeting techniques and principles.

Ability to communicate effectively orally and in writing with a diverse population. Must be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

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

MINIMUM REQUIREMENTS: Bachelor's Degree in business administration or related field and 1-3 years of administrative work experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

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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