

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Administrative Technician II **SALARY GRADE:** HU-06
DATE CREATED: December 1, 2014 **EEO CODE:** 05
JOB CODE: 2447 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: Under general supervision, performs clerical secretarial work, involving responsibility and variety. Provides general administrative support to a busy office environment in a temporary assignment capacity.

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.

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.

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

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

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.

