HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Special Projects Assistant	**SALARY GRADE:**	HU-07
DATE CREATED:	June 30, 2014	**EEO CODE:**	05
JOB CODE:	9105	**FLSA STATUS:**	Non-exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	**POSITION NO:**
REPORTS TO:	**GRANT:** ☐**No** ☐**Yes**

BASIC FUNCTION:
Under general supervision, performs varied and responsible administrative work, involving responsibility, complexity and variety. Controls workflow and established office procedures in support of special projects. Uses independent judgment and initiative to carry out regular assignments in accordance with established policies, procedures and project goals.

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, consultants, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:
Controls the workflow of the special project office. Implements procedures and practices. May assign and monitor student workers, as directed. Relays directions from supervisor to coordinate administrative procedures between the special project and other offices.

Maintains bookkeeping records for revenues and expenditures for the project. Assigns proper budget codes. Prepares requests for travel authorization, services requests, etc. Checks records, meets with staff and resolves and differences with accounting.

Enters personnel and financial documents with related software applications. Performs data analysis of average difficulty using tables, graphs and basic statistics and prints final reports.

Reviews catalogs and meets with vendors to evaluate supplies and equipment for the project. Obtains bids and price quotes from vendors. Monitors inventory of supplies and procure supplies, equipment and services, as required.

Prepares confidential correspondence and reports. Determines and makes needed corrections to produce error-free final copy. Assembles data and composes a variety of correspondence for department.

Assists in preparation of materials for publication. Types and formats publications using appropriate software.

Designs filing systems and files correspondence, and other items according to categorized order.
Searches files and other information sources to answer questions or assemble data for supervisor and

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other staff. Uses automation to remind supervisor and others of scheduled events, deadlines and other pending matters.

Assists in coordinating special events. Maintains contacts with vendors and insures that schedules for goods and services are met.

Receives, opens and screens mail for department. Takes appropriate action or researches issues and refers information to proper person for reply.

Works directly with professional, technical and/or supervisory staff to assist in general duties. Gathers and compiles statistics and other materials for various reports. Reviews and processes a variety of forms both online and hardcopy such as personnel, or purchase requests.

Performs other job-related duties as assigned.

CORE COMPETENCIES:
Knowledge of office practices and secretarial science.

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

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, students and the general public.

MINIMUM REQUIREMENTS:
Appropriate years of college or business school and appropriate years of responsible secretarial experience; or an equivalent combination of relevant education and 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

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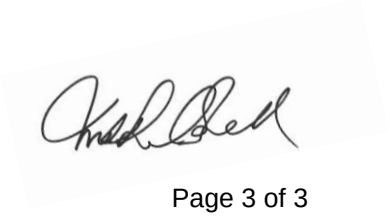
CERTIFIED BY: _____ **DATE:** _____
Department of Compensation