

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Support Specialist **SALARY GRADE:** HU-06
DATE REVISED: December 01, 2014 **EEO CODE:** 05
JOB CODE: 2751 **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 varied secretarial and administrative support work to support a busy office environment.

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: Serves as receptionist for department with responsibility for direct responses or appropriate referrals.

Receives, opens and screens mail for department. Responds or drafts replies to routine requests.

Prepares a variety of memoranda, correspondence, forms, reports and tables from copy, rough draft or recording. Proofreads work and makes corrections to eliminate errors.

Maintains and updates current syllabi, office hours, course scheduling and classroom assignments, in print and on the intranet as necessary.

Interacts with staff to relay directions from supervisor

Performs simple computer data analysis, e.g., sorting, totaling or preparing basic tables

Maintains routine bookkeeping records for revenue and expenditures of department. Assigns budget codes and may distribute petty cash. Confers with supervisor and/or employees to resolve inaccurate or incomplete records.

Establishes and maintains office filing system. Sorts and files correspondence, publications and other items in alphabetical or numerical order. Searches file and other sources to answer questions or assemble data for supervisor and staff.

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