

ADMINISTRATIVE STAFF SPECIALIST I**NATURE OF WORK**

This is semi-professional work in providing administrative staff assistance in an academic or administrative department.

Work involves the performance of varied duties of a semi-professional administrative nature in an academic or administrative department. Assignments may include coordinating and planning conferences and meetings, preparing special reports, and gathering and analyzing statistical data. Work also may involve counselling and evaluating students for admission. Supervision may be exercised over a small clerical staff. Work is performed with some independence and is reviewed by regularly scheduled written or verbal reports, and by observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans and coordinates administrative arrangements for large conferences, workshops, symposia, and visitors.

Prepares and maintains expenditure records; supplies historical and current expenditure data to be used in budget preparation.

Consults with faculty members for input in preparing drafts on various topics for submission to and approval of a department head.

Coordinates the collection and assembly of information describing departmental activities; prepares publicity and news releases on departmental activities.

Processes application and admission forms; prepares recommendations on graduate and undergraduate students.

Interviews and assists in the hiring of clerical personnel; supervises clerical staff; may recommend salary increases and promotions; calculates and prepares payroll.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in an administrative staff capacity; graduation from high school, supplemented by university level courses in business administration or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of the principles and practices of office management.

Some knowledge of public relations work.

Some knowledge of University organization, rules, regulations, and procedures.

Some knowledge of the principles and techniques of statistical analysis including related software.

Some knowledge of basic accounting principles and practices and the University's Banner accounting system.

Ability to work independently on a variety of assigned administrative tasks.

Ability to establish and maintain effective working relationships with clerical, faculty, public, and administrative personnel.

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1992.12.17

Revised: 2004.01.05