

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ADMINISTRATIVE ASSISTANT I

FLSA STATUS: NON-EXEMPT – PAY GRADE: 8 - C

JOB FAMILY: OFFICE/ADMIN SUPPORT JOB FUNCTION: ADMIN SUPPORT SERVICES

GENERAL STATEMENT OF JOB

The Administrative Assistant I position provides various levels and types of administrative support duties, which may vary across departments, functions, and/or programs. This position organizes and expedites the flow of work through the office using technological proficiency with computers, databases, and/or ERP workflow systems. This position coordinates accurate and timely completion of both routine administrative functions and special department projects. This position may delegate tasks and/or oversee support personnel and/or student workers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Performs administrative support for department/function/program specific needs.

Responds to phone calls, emails, and/or walk up visitors and provides information, procedure guidance, support, or direction to appropriate location. Prepares written responses to emails and letters regarding information and/or decisions.

Reviews invoice documentation, checks for accuracy, confirms alignment with budget, inputs into financial system, and/or follows up on payment of invoices.

Develops, revises, manages, monitors, and tracks department/function/program budget, approves expenditures, researches discrepancies, and maintains records. Balances, reconciles, and/or corrects errors and discrepancies. Supports the management of budgets including the processing of expense reports and p-card purchases.

Coordinates, researches, creates, and manages department/function/program supply and equipment purchasing process, which may include quotes, requisitions, vouchers, purchase orders, blanket purchase orders, and/or P-cards. Verifies accuracy of documents, confirms receipt of orders, processes payments, maintains records, and reconciles against budget.

Organizes, prepares, and maintains various records, emails, forms, reports, documents, and/or databases. Determines labeling, filing, storage, destruction, and/or tracking.

Maintains department/supervisor/adjunct instructor calendars/schedules, arranges and/or monitors scheduling for seminars, training, on and off campus meetings, interviews, travel, and related department/function/program functions and/or activities. Schedules conference rooms, WebEx meetings, and/or audiovisual equipment. Prepares and/or coordinates meeting agendas and materials, minutes, and/or transcription of minutes.

Coordinates travel arrangements including registration, fees, flights, lodging, car rental; prepares travel packet with confirmation of travel authorization and agenda; tax exempt certificate; lodging room confirmations, and other supporting documents. Reconciles travel and expense transactions and reimbursements.

ADMINISTRATIVE ASSISTANT I – Page 2

Ensures the accurate preparation of daily/weekly/monthly/annual department/function/program reports, news releases, announcements, etc., and prepares complex and/or special reports as directed.

Provides support for routine, departmental, special campus, and/or college-wide projects; conducts research, compiles data, prepares reports; and/or provides statistical or financial analyses.

Provides administrative support to create and maintain a college-wide environment supportive of student needs.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

May perform in a lead capacity directing support staff or student assistants as assigned.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency degree supplemented by two (2) years of experience in administrative support functions.

PREFERRED QUALIFICATIONS

High school diploma and three (3) years of related experience in administrative support functions, preferably with experience in performing assignments, and/or projects that demonstrate a high degree of organization and independent judgment. Requires proficiency in word processing applications.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

ADMINISTRATIVE ASSISTANT I – Page 3

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/97

Revised: 12/99; 12/06; 9/18/23