

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

ADMINISTRATIVE SERVICES SUPPORT SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 - C

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

GENERAL STATEMENT OF JOB

The Administrative Services Support Specialist provides various levels 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.

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.

Reviews invoice documentation, checks for accuracy, confirms alignment with budget, inputs into financial system, and/or follows up on payment of invoices. Acts as liaison between service vendors and campus employees.

Trains campus support staff on finance related processes (processing of purchase orders, disbursement, p-cards, travel requests) for efficiency.

Manages facilities use and rental requests from off-campus sources, preparing and processing agreements, calculating fees, and coordinating payments. Submits IT and maintenance requests for event setups and room reservations for meetings and special events. Responds to space reservation inquiries from interoffice and external vendors via email and phone.

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.

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, 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.

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

Perform other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Employee may act in a supervisory capacity over assigned staff or may perform in a lead capacity directing support staff or student assistants.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

High school diploma and three (3) years of related experience in administrative support functions, with experience in multi-tasking, long range planning and/or projects that demonstrate a high degree of organization and independent judgment.

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.

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: 10/05

Revised: 12/2/24