Job Classification Specification

Administrative Associate 1

Position Summary

The first professional level administrative associate responsible for implementing and managing general operations of departmental/program/project for such areas as: budget and finance, human resources, procurement, facilities management, communications, compliance, outreach, events/conferences, student affairs, and faculty affairs.

Develops competence by performing structured work assignments. Identifies a problem and all relevant issues in straightforward situations, assesses each using standard procedures, and makes sound decisions. Receives instruction, guidance and direction from others.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Develops and oversees administrative and operational workflow for assigned program/project.

Conducts analysis and makes recommendations to improve efficiencies and effectiveness of business operations to best align with overall department goals.

Gathers, compares, and analyzes data to make recommendations for future offerings of program. Recommends plans to adapt to changing program requirements and/or dynamics.

For assigned program/project, develops communication and marketing plans to engage internal/external agencies, organizations and participants. Identifies and proposes new venues to promote and expand program(s).

Participates in program and administrative planning and oversees the execution of program or project.

Develops and oversees program budgets. Develops and prepares budgets and financial reports for sponsored and/or non-sponsored accounts.

Identifies vendors and negotiates business/services contract. Examines contract details to ensure terms are fulfilled according to the terms. Resolves contract related issues.
Identifies program/project reporting needs and prepares internal and external reports.

Acts as representative of unit/administrator on specifically assigned matters. Represents functional areas to internal and external agencies and partners.

**Operational Role**

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

**Scope of Measurable Impact**

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

**Independence and Decision-Making**

General supervision; progress/outcomes are frequently observed/reviewed; work is largely scripted by established procedures and guidelines.

**Complexity and Problem Solving**

Problems tend to be of limited scope and complexity, generally quickly and relatively easily resolved.

**Required Qualifications**

BA/BS or a combination of related education and work experience to equal four years; applies knowledge and skill to a recurring task or activity with emphasis typically on precision and timeliness of execution.

Effective 11/02/15