Administrative Assistant
44516BR
Campus: Tempe
Administrative Asst

Job Description

Future H2O in the Office of Knowledge Enterprise Development at Arizona State University is seeking a full-time Administrative Assistant. The Administrative Assistant will perform varied advanced secretarial and administrative work unique to the work unit requiring initiative and independent judgment. Incumbents will work independently under general direction. Maintains official records, and implements administrative policies. Handles problems and non-routine situations by determining the approach or action to take and interprets guidelines, procedures, policies and practices. Incumbents may have contact with high-level administrative offices requiring use of business vocabulary, tact, discretion and judgment. Performs varied advanced secretarial and administrative work unique to the work unit requiring initiative and independent judgment. Incumbents work independently under general direction. Maintains official records, and implements administrative policies. Handles problems and non-routine situations by determining the approach or action to take and interprets guidelines, procedures, policies and practices. Incumbents may have contact with high-level administrative offices requiring use of business vocabulary, tact, discretion and judgment.

Job Family
Clerical & Admin Support

Full-Time/Part-Time
Full-Time

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$16.04 - $17.60 per hour; DOE

Close Date
20-August-2018
Essential Duties

- Executes a variety of office administrative and/or secretarial support activities for supervisor such as composing replies to correspondence on own initiative, interpreting and explaining established policies and procedures in response to inquiries from a variety of sources, summarizing reports and information to facilitate review by supervisor, and investigating, evaluating and resolving problems within scope of position.
- Provides office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events, maintaining supervisor's calendar, maintaining record-keeping systems, opening and reviewing incoming mail, and responding to inquiries.
- Maintains and updates databases and spreadsheets; conducts database queries using Advantage, Data Warehouse, HRMS (e.g., PeopleSoft), SIS, Benefactor or other software programs; prepares special and recurring reports containing specialized or sensitive information following supervisor's general direction.
- Prepares or directs preparation of minutes, notices, manuals, agendas and correspondence with all supporting documentation, requiring application of specialized knowledge of the assigned function.
- Monitors and updates inventory, time, budget, payroll, and account records for unit or department; monitors expenditures and performs simple analysis on accounts; authorizes and/or approves payments within established department/unit guidelines.
- Plans and arranges conferences, meetings and/or special events under general instructions from supervisor; communicates arrangements to appropriate individuals.
- Arranges necessary travel reservations and itineraries; anticipates and prepares background materials needed.
- Implements new policies, procedures and practices impacted by decisions made by supervisor at meetings and/or conferences.
- Assists the department or unit with academic support functions such as scheduling classes and/or classrooms, updating and maintaining student registration databases, preparing and distributing faculty correspondence, and preparing for annual faculty evaluations, promotions and tenure reviews.
- May supervise or coordinate the activities of subordinats.

Minimum Qualifications

Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
Demonstrated knowledge of standard office policies and procedures. 
Experience in developing and maintaining effective working relationships. 
Evidence of effective English composition, grammar, spelling and punctuation. 
Experience in typing/word processing and use of personal computer/software

Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse 
- Required to stand for varying lengths of time and walk moderate distances to perform work 
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds 
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts 
- Clearly communicate to perform essential functions 
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals 
- This position receives regular review of objectives by department administrator

Department Statement

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. http://research.asu.edu

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.
**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.