



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Senior Administrative Assistant

JOB SUMMARY

Performs as the principal administrative support position to an administrative officer. Performs responsible and complex office support duties toward the purpose of increasing the effectiveness of the administrative office where employed. The incumbent may be required to supervise a clerical staff and/or assume considerable responsibility for office management. Work assignments may involve continuing responsibility for designated activities or may result from conference with the administrator. A thorough knowledge of the policies and procedures of the employing unit as well as a familiarity with overall University policy is necessary to conduct the assigned work. The individual is responsible for determining methods and procedures to be used, priority of work assignments and necessity for review by the administrator. Work includes public contact in interpreting and promoting the department's programs and rendering administrative decisions. Work is performed under general supervision from the administrator and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Reports to designated supervisor

Supervises: May supervise or provide direct instruction to one or more clerical staff members

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides interpretations of policies and procedures concerning the department or college.
- Examines correspondence, determines work priorities and schedules, and may supervise clerical employees in the administrative unit.
- Compiles averages and statistics.
- Prepares memoranda, checks reports or manuscripts for accuracy, edits speech drafts, and proofreads out-going correspondence.

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- Compiles or supervises the gathering of information.
- Edits speeches, memoranda, reports and proposed publications.
- Checks departmental office efficiency and assigns tasks or implements procedures accordingly.
- Reviews and reports fiscal, personnel and work status, issues section rules and regulations, assigns tasks, and evaluates job progress of subordinates.
- Answers correspondence as assigned without referring to the administrator.
- Assembles and organizes materials used by the supervisor in completing work assignments.
- Maintains confidential records and files.
- Coordinates work with other campus departments as needed.
- Trains clerical personnel.
- Performs counsel for the administrative officer on departmental or institutional matters, supplying information from a variety of sources.
- Makes arrangements for official guests and receives guests in the absence of the administrator as required.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work preferred.

EXPERIENCE

Eight years of progressively responsible clerical experience, preferably including experience as a clerical supervisor. Additional job-related education may substitute for the required experience on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.

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- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.