

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Administrative Associate	Job Family: Administrative and Business Operations (Admin Associate 49242402)	Job Family Zone: Associate
Position Number:	Department Name:	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 07-30-09	Title of Supervisor:
SAP Personnel #:	Last Updated By: Sheryl Gartner	Name of Supervisor:

Position Summary

The Administrative Associate (AA) provides senior administrative support in the Office of the President at the University of Nebraska. The AA reports directly to the Executive Assistant to the President (EA) and is a critical backup to the EA. This position works at Varner Hall in Lincoln, Nebraska.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p>Correspondence Manage the correspondence received and sent from the President's Office, draft correspondence for the President's review, place the letters in final form for his signature, and ensure that all correspondence is recorded and filed appropriately. Coordinate staff to draft letters for the President's review and work with the Executive Vice President and Provost and Vice Presidents to draft letters including naming of buildings, professorships, and matters requiring approval by the Board of Regents. Assist the Director of Communications to email messages from the Office of the President. Organizes and expedites information and flow of work.</p>	50%	*
<p>Routine and Special Projects The AA will assist the EA as needed, scheduling meetings, assisting with conference registrations and hotel accommodations, coordinating meetings and conference calls with staff, university administration and constituencies, collecting documents and distributing meeting agendas, and updating the President's contact list. The AA will also schedule comprehensive reviews for the President's direct reports, assist with position searches and other special projects, and provide minimal support for other staff in the President's Office. The AA will update the President's calendar with regularly scheduled meetings and campus athletic events. The AA will answer phones for the President's Office and refer calls not needing the President's attention to appropriate staff or will assist the caller directly. The AA will also assist with the upkeep of equipment in the office suite, and with other duties as assigned.</p>	30%	*
<p>Back-up to the Executive Assistant to the President and Schedule meetings The AA will serve as back-up for the Executive Assistant to the President and perform tasks as requested by the President during the EA's absence. The AA will schedule/reschedule President's Council and Executive Cabinet meetings and save the meeting agendas electronically. The AA will also assist the EA by requesting</p>	20%	*

agendas for the President's meetings on a daily basis and provide assistance with room set-up and refreshments. The AA will also inform the receptionist of the President's meetings in preparation for the guests' arrival.		
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Zone Definition Factors

Nature/Complexity of Work

This position requires an individual who works with considerable independence, initiative, and the ability to exercise sound judgment to accomplishing the projects assigned. Excellent writing and organizational skills are required, as well as meticulous attention to detail, accuracy, and sensitivity to confidential information, computer proficiency, and ability to demonstrate good time management skills.

Knowledge of the University of Nebraska's organizational structure as it relates to both administrative and support functions and interrelationships among the campuses and groups served is helpful in this position.

Problem Solving/Decision-making

Problem solving and appropriate decision-making may be required as an element of this position.

Strategic Impact

This individual is required to be proficient and conscientious when representing the University of Nebraska. Any errors may reflect unfavorably on the individual, the supervisor and potentially the university as a whole. This individual is accountable for taking appropriate steps to correct any errors.

Know How

This position demands the ability to take initiative, operate independently, as well as collaboratively. One should demonstrate excellence in organizational and interpersonal skills with strong orientation toward diplomacy, tact, compassion, teamwork; exceptional verbal and written communication, editing and proofreading skills; attention to detail and accuracy; excellent judgment, ability to work under pressure, prioritize effectively, multi-task, adapt to stringent timelines, and quickly respond to shifting priorities; computer proficiency, including email and calendars, web browsers and the Microsoft Office suite of applications (Word, Excel, PowerPoint and Access); a willingness to learn; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality.

Interactions

Determining who to contact within the University of Nebraska when a particular issue arises is an important and complex part of this position. This position works closely with a diverse array of University of Nebraska administration which requires diplomacy, timing, and persuasion to gain information and cooperation on issues of mutual concern. This position interacts with members of the Board of Regents, University of Nebraska and campus administrators, faculty, and staff, constituents, and government officials.

Supervision

This position exercises no direct supervision over others.

This position receives in-direct supervision from the Supervisor.

Minimum Qualifications

An associate's degree and five years of administrative office experience demonstrating significant responsibility is required. Proficiency with Microsoft Office applications (Word, Excel and PowerPoint) is required. Experience in web/internet research and navigation preferred. Experience

working in a higher education environment and knowledge of the University of Nebraska's organizational structure, as it relates to both administrative and support functions and interrelationships among the campuses and groups served, is desired. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									Indicate intermittent or constant	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	_____	7 _____
Stand	0	1	2	3	4	5	6	7	8	.25 _____	_____
Walk	0	1	2	3	4	5	6	7	8	.5 _____	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	.25 _____	_____
Explain											

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X _____	_____	_____
Bending	X _____	_____	_____
Kneeling	X _____	_____	_____
Reaching	_____	_____	_____
➤ Overhead	X _____	_____	_____
➤ Forward	X _____	_____	_____
➤ Low	X _____	_____	_____
Twisting	X _____	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	X _____	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

	Indicate letter in appropriate Space:			
	LIFT=L Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between 2-5 hrs daily	PULL-PL Over 5 hrs daily
11 - 24 lbs	L, C, P, PL _____	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	Yes _____
Filing	_____	_____	Yes _____
Other Explain:	Operation of a general office equipment.		

5. POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= ASSOCIATE	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	6/9/2017
Supervisor:		
Administrator:		