

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: OFFICE ASSOCIATE, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3930

UW Job Family: 42 – Senior Secretarial/Clerical

SOC Code: 43-6011

FLSA: Non-exempt

Pay Grade: 18

Date: 6-15-98 (revised 5-1-02; 7-1-02; 10-28-02; 7-1-04; 11-16-12; 12-19-19)

JOB PURPOSE:

Perform complex administrative/management support tasks with discretionary authority; independently make decisions that substantially impact operations within and outside designated unit/program; administratively supervise comprehensive office operations and support staff for department/unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Autonomously interpret policy and procedures, providing interpretations requiring extensive knowledge of University, state, and federal rules and regulations.
- Perform complex problem resolution. Serve as a resource for department/unit and campus.
- Participate in fiscal planning activities.
- Research, compile, develop, analyze and integrate data. Prepare related reports and correspondence; perform difficult research for special projects as assigned by supervisor.
- Create and/or maintain complex records systems and/or databases.
- Coordinate information between individuals, departments and/or outside agencies as directed; assist with problem resolution as required.
- Make recommendations on and revise existing office policies, systems, methods, and procedures; create/revise related documentation. Ensure compliance with policies and procedures.
- Supervise support staff.

SUPPLEMENTAL FUNCTIONS:

- Some positions may perform academic advising.

COMPETENCIES:

- Analysis/Problem Identification
- Attention to detail
- Consistency
- Individual Leadership
- Initiative
- Quality Orientation
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **1 year progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine, and advanced computer programs and software in use in the department or area.
- Basic, routine, and advanced records maintenance.
- Basic, routine, and advanced scheduling techniques.
- Basic, routine, and advanced reception techniques.
- Basic, routine, and advanced office management principles and practices.
- Finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Basic, routine, and advanced Html, web page creation, and website maintenance.
- Organizational structure, workflow, and operating procedures.
- Commencement ceremony procedures, facilities, and equipment requirements.
- Accounting procedures involving procurement, travel, and/or employment.
- Project management principles, practices, techniques, and tools.
- Human Resources concepts, practices, policies, and procedures.
- Computerized information systems used in financial and/or accounting applications.
- Structure, policies, and procedures of university faculty and/or staff governing bodies.
- Current and emerging trends in technologies, techniques, issues, and approaches.

Skills and Abilities to:

- Perform basic, routine and advanced records maintenance.
- Create, compose, and edit basic, routine and complex written materials.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Maintain effective supervisory relationships.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.

- Investigate, analyze information, draw conclusions, and make recommendations based on data or findings.
- Analyze and solve basic, routine, and advanced problems.
- Develop and maintain basic, routine and advanced recordkeeping systems and procedures.
- Develop and maintain websites.
- Maintain calendars and schedule appointments.
- Use a personal computer and associated software in use in the department or area.
- Develop policies and procedures.
- Perform advanced research.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Regular exposure to video terminal displays.

DISTINGUISHING FEATURES:

Office Assistant: Functions under direct to general supervision; emphasis is on performance of basic clerical and office support duties for which procedures and specific directions are readily available. Performs basic mathematical calculations and initiates standard university accounting forms. May schedule meetings and make room arrangements for conferences, seminars, meetings and workshops.

Office Assistant, Senior: Functions under general supervision; emphasis is on performance of basic and routine clerical and office support duties. Performs technical/complex word-processing, provides data entry and information modification, and performs standard bookkeeping functions. Schedules meetings and makes room arrangements for conferences, seminars, and workshops. Functionally supervises support staff.

Office Associate: Functions under limited supervision; emphasis is on administrative/management support duties for a sizable unit/department. Performs basic, routine, and advanced clerical and office support duties. As directed, handles special projects, researching problems and providing problem resolution. May supervise or administratively guide other support staff. Performs accounting and assists with budget planning. Analyzes university accounting data and information, and prepares related reports.

Office Associate, Senior: Functions under very limited supervision; independently makes decisions that substantially impact operations within and outside designated unit/program. Performs problem resolution, and provides interpretations and advice to supervisor. Participates in fiscal planning activities; determines or revises policies, systems, methods and procedures. Analyzes and provides interpretation of complex statistical data. Administratively supervises first-line supervisors.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.