

## **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: ADMINISTRATIVE ASSOCIATE**

**Reports To:** Designated Supervisor

**UW Job Code:** 3158

**UW Job Family:** 32 - Administrative Support

**SOC Code:** 43-6011

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 1-14-14

### **JOB PURPOSE:**

Provide, under very limited supervision, project leadership and assist with directing the operational, financial, personnel and planning functions of a large/complex designated unit requiring the use of considerable independent judgment, originality, and application of management and human relations skills. Autonomously oversee and/or coordinate complex administrative tasks that substantially impact operations within and outside the unit/program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee and/or perform complex administrative tasks that substantially impact operations within and outside the unit/program for a significant percentage of time.
- Provide project leadership; independently assist with directing the operational, financial, personnel and planning functions of a large/complex designated unit; serve as mediator with other University departments, external individuals and groups.
- Research, conduct or respond to complicated inquiries and situations relative to the designated unit or program; analyze and integrate statistical or other assistive data; prepare detailed reports and documentation.
- May arrange or conduct symposia, conferences and meetings including design and implementation of agenda, selecting speakers/facilitators, publicity and marketing; conduct related follow-up assessments.
- Oversee management of unit/program files and records; serve as primary resource person in interpreting policies and procedures.
- Initiate, manage and control designated planning or budgetary projects relative to the unit or program; may solicit and manage funds for research or related agreements.
- Assist with establishing or revising policies, systems, methods and procedures; prepare related documentation including the design and implementation of computer programs, as appropriate.

## **SUPPLEMENTAL FUNCTIONS:**

- Serve on University or external committees representing supervisor or program, as directed.
- Maintain confidentiality.

## **COMPETENCIES:**

- Attention to Detail
- Consistency
- Independence
- Judgment
- Service Orientation
- Work Prioritization & Management

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years 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 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.
- University rules, procedures, budget management and planning.
- 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.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Development and implementation of symposia, conferences and meetings including speaker selection, marketing, and follow-up assessments.

Skills and Abilities to:

- Ability to make decisions and take action independently.
- 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.
- Develop and maintain basic, routine and advanced recordkeeping systems and procedures.
- Develop and maintain websites.
- Maintain calendars and schedule appointments.
- Interpret federal, state, university, and departmental policies and procedures.
- Develop and work within project budget, goals and objectives.
- Manage projects to meet multiple and conflicting project timelines.
- Coordinate symposia, conferences and meetings, select speakers, market events and conduct follow-up assessments.
- Work as a team member and foster a cooperative work environment.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

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.