

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

Reports To: Designated Supervisor

UW Job Code: 4211

UW Job Family: 42 - Senior Secretarial/Clerical

SOC Code: 43-6011

FLSA: Non-exempt

Pay Grade: 17

Date: 6-15-98 (revised 5-1-02; 7-1-02; 10-28-02; 7-1-04; 12-7-04; 11-26-12; 12-19-19)

JOB PURPOSE:

Perform advanced office and administrative/management support tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform administrative tasks and projects. Analyze, process and maintain information as required.
- Assist supervisor by researching problems and providing resolution(s) as directed.
- Perform bookkeeping duties, organize data and oversee office functions as required.
- Prepare complex reports regarding personnel staffing and budgetary requests for personnel, supplies and equipment; perform associated analysis and interpretations.
- May perform a variety of marketing, public relations, and special event projects and tasks.
- Provide training regarding department and University procedures; may provide computer application(s)/procedures training.
- Some positions may perform student academic advising.
- Perform special projects, as directed.
- May guide or supervise other office staff as required.

SUPPLEMENTAL FUNCTIONS:

- May assist with departmental budget planning process including research and provide/prepare financial reports.
- Assist with revision of forms and office procedures.

COMPETENCIES:

- Adaptability
- Analysis/Problem Identification
- Attention to detail

- Consistency
- Initiative
- Quality Orientation
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

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 office management principles and practices.
- Basic and routine 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.
- Organizational structure, workflow, and operating procedures.
- Accounting procedures involving procurement, travel, and/or employment.
- Project management principles, practices, techniques, and tools.
- Basic Human Resources concepts, practices, policies, and procedures.
- Computerized information systems used in financial and/or accounting applications.
- Basic, routine, and advanced laws, regulations, methods, and techniques in the area of specialty.

Skills and Abilities to:

- Perform basic, routine and advanced mathematical calculations.
- Perform basic, routine and advanced records maintenance.
- Create, compose, and edit basic, routine and complex written materials.
- Maintain calendars and schedule appointments.
- 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.
- Develop and maintain basic, routine and advanced recordkeeping systems and procedures.
- Develop and maintain websites.
- Use a personal computer and associated software in use in the department or area.
- Develop policies and procedures, and document the same.
- Perform intermediate research.

- Perform basic and routine bookkeeping procedures.
- Perform receptionist duties.

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.

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.