

 **ROLE DESCRIPTION**

[ ]  Vacant Position-No Change or Revised

[ ]  New Position

[ ]  Revised Role Description for Incumbent

Position Number:

Department:

Date:

Requested Title:

**For HRS use only:**

Staff or Contract

Overtime Eligible: Yes or No

Union: MPEA

SOC Code: 43-6011-A

Compensation Title: Admin Assoc III

Current Available Range: $XX.XXX/hour

1. **Required Signatures**

*Name of Incumbent (Last, First, MI)*  *Employee Signature*

### Immediate Supervisor Date

### Administrative Review (optional) Date

### Dean/Director Review Date

1. **Department Mission Statement**

(Insert departmental mission statement).

1. **Statement Describing Expectations and Responsibilities of the Position**

(Describe the expectations and responsibilities; including the overall complexity of assigned tasks and the degree of initiative and independence required to perform the position).

Under indirect supervision; coordinates administrative processes and directs and responds to operational matters. The position supports faculty, students, and/or staff by providing direction and guidance. The position is expected to research, gather and compile information to analyze and produce reports or documents; track information and interpret data to determine the best methods and procedures to conduct departmental business; and assist in developing policies and procedures that ensure compliance with department, University, State, and or Federal policies, procedures, and or guidelines.

This position will independently respond to and composes correspondence; create marketing and training brochures, handouts, and promotional materials to meet departmental goals; act as the liaison to various campus entities such as Human Resources, Business Services, Student Payroll, OPBA, Research Administration, and UM Foundation; organize and coordinate events; and oversee all or part of a budget including responsibilities such as approving appropriate expenses, purchases and reimbursements, verifying appropriateness and accuracy of charges, processing and reconciling expenses, accounting transfers, and changes, generating summary reports and statistics, and maintaining accounting balances for grants/contracts.

Position may (check all that apply)

[ ] provide a variety of administrative and advising support to students such as recruitment, admissions, applications, curriculum, and program evaluation.

[ ] be responsible for website development and maintenance.

Position is highly visible and must use considerable and varied communication skills to represent the department in written and verbal exchanges. Work requires the use of intellectual analysis and evaluation and the application of professional principles and practices to run departmental operations. Work requires interpretation, discretion, and judgment to resolve procedural problems.

Department Specific Duties:

1. **Describe the Management and Supervision of Others**

(List the positions the employee supervises and describe the degree of independence and decision-making authority regarding performance, pay and employment relationship matters).

[ ] This position will supervise student employees and/or temporary employees; consulting with his/her supervisor to make decisions about the employee’s pay and employment relationship.

[ ] This position will act as a lead worker for other permanent administrative positions; consulting with his/her supervisor to make decisions about the employee’s pay and employment relationship.

[ ] This position will supervise other permanent positions including hiring, training, evaluation, personnel actions requests, and disciplinary actions.

1. **Minimum Education and Experience**

(Include the minimum level of education and experience an employee is required to attain in order to perform the duties and responsibilities of the position).

High school graduation and three (3) years related work experience, or an equivalent combination of education and experience.

1. **Minimum Position Knowledge, Skills, & Abilities**

(Include the knowledge, skills, and abilities a newly hired employee would minimally be required to have in order to perform the expectations and responsibilities of the position based on the description in Section 3).

Effective public relations, interpersonal, and communication skills, including the ability to work with diverse groups of individuals and provide positive professional customer service

Ability to handle conflicts and difficult situations in a timely and professional manner.

Ability to problem solve and make sound decisions using good judgment, tact and sensitivity and with proper treatment of confidential and sensitive information

High capacity to organize, prioritize, and pay attention to detail

Knowledge of payroll practices and regulations.

Ability to gather, analyze and interpret financial and statistical data.

Demonstrated knowledge of sound principles and practices of budgeting, financial planning, accounting, and cost control procedures.

Demonstrated experience with event planning.

Intermediate computer skills in word processing and data entry.

Skill in the use of operating basic office equipment; such as copier, scanner, fax machine.

Knowledge of standard office practices and procedures

Demonstrated skill in business English, spelling, grammar, composition, proofreading and ability to create, compose, and edit complex materials

May require knowledge of advising practices, knowledge of supervisory practices and techniques, and/or experience with website development and management software.

1. **Post-Training Position Knowledge, Skills, & Abilities**

(Add the level of and/or additional knowledge, skills, and abilities that a trained employee would be required to have in order to perform the full expectations and responsibilities of the position that differ from those listed in Section 6).

Knowledge of department and the duties performed by others in the unit.

Knowledge of the University of Montana policies, procedures, practices and resources.

Knowledge of applicable federal and state regulations.

Ability to learn Banner and/or UMDW for data viewing, collection, and entry.

Ability to learn EPAF, GrizMart, and GTO.

May require knowledge of current FERPA regulation and confidentiality requirements.

1. **Preferred Education, Experience, Knowledge, Skills, and/or Abilities**

(List any preferred qualifications).

1. **Organizational Chart**

(Include or attach organizational chart).