

 **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: 43-6014-B

Compensation Title: Admin Assoc II

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 general supervision; performs administrative, financial, and clerical work in support of the department; including but not limited to: creating/editing correspondence, overseeing multiple work schedules, organizing and maintaining paper and electronic files, reconciling bills, running and formatting reports, and providing more complex information to internal and external customers.

Position supports faculty, students, and/or staff by providing mid-level and some in-depth information regarding department and University. Researches problems and gathers fiscal or programmatic information, presenting it in various formats to facilitate management’s planning or decisions.

Position may (check all that apply, typically 3-5 boxes)

[ ] provide general student advising and track/monitor students’ progress, GPA, completion of core curriculum, and progress toward degree.

[ ] be responsible for website updates and maintenance.

[ ] serve as departmental software/PC “expect” and create Power Point presentations, flyers, and handouts.

[ ] coordinate events which may include scheduling rooms and/or guest speakers and arranging for routine materials such as technology needs and refreshments.

[ ] coordinate travel arrangements.

[ ] complete accounting functions including processing accounts payable and receivable, verifying income and expenses, reviewing budget statements and assisting with reconciliation of accounts.

[ ] complete routine payroll actions such as completing HR paperwork and GTO entries.

Position is highly visible and people-oriented, the person in this position must possess skills to tactfully and diplomatically respond to a variety of clientele both internal and external to the department. Work is both task and project oriented, and is generally recurring, often cyclical. Work requires interpretation, discretion, and judgment to resolve day-to-day problems. Decisions will be made according to departmental guidelines and University policy and procedures.

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 may supervise student employees; consulting with his/her supervisor to make decisions about the student’s pay and employment relationship.

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

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 two (2) 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).

Demonstrated skill in customer service and listening and oral communication.

Ability to handle customer needs, conflicts and difficult situations in a timely and orderly manner.

Ability to problem solve and make sound decisions using good judgment, tact and sensitivity.

Strong organization, coordination, and time-management skills.

Ability to gather and process fiscal and programmatic information.

Ability to interpret existing policies and procedures.

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 general office procedures and practices.

Ability to maintain confidentiality of records and information.

Ability to create, compose, and edit simple and complex written materials.

Ability to maintain calendars and schedule appointments.

May require knowledge of basic advising, strong computer/presentation background, experience with website management software, event planning experience, basic accounting skills, and/or knowledge of basic payroll practices.

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.

Basic supervisory skills.

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

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

(List any preferred qualifications).

1. **Organizational Chart**

(Include or attach organizational chart).