

 **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-A

Compensation Title: Admin Assoc I

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).

Entry level position under direct supervision; performs routine administrative and clerical work in support of the department; including greeting customers, answering phones, distributing mail, maintaining electronic and paper logs/records, data entry, completing routine forms, and providing information to internal and external customers.

Positions at this level are responsible for making sure that processes have been followed. Work tends to be recurring, cyclical, and task oriented. This position has limited choices for problem resolution, follows strict guidelines, rules, policies, and procedures, and generally must seek assistance or approval to deviate from these.

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.

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 one (1) year 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 answer telephone, route calls, and take messages.

Ability to understand and follow specific instructions or multi-step procedures, perform simple mathematical computations, and code or complete routine documents and forms.

Basic organization, coordination, and time-management skills.

Basic computer skills in word processing and/or 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 written materials.

Ability to maintain calendars and schedule appointments.

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).

General knowledge of department and the duties performed by others in the unit.

Basic knowledge of the University of Montana.

Basic supervisory skills.

May require ability to learn Banner and 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).