

Position Title: Administrative Assistant II <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Position Grade (filled in by HR):	Department: Physics & Chemistry Division: Academic Affairs
Position reports to (position title): Department Chairs Direct reports (number of reports and position titles): 0	
Position Summary: <i>In 3-4 sentences, briefly but specifically, summarize the primary purpose of the job.</i>	
<p>The primary purpose of this position is to provide administrative, budgetary and clerical support for the departmental chairs and faculty of the chemistry and physics departments. Responsibilities include, but are not limited to: administrative, budgetary, and clerical tasks associated with the efficient operation of the two departments; serve as initial contact to students, parents, faculty and staff; process letters, correspondence, proposals (such as program review), records and reports; schedule and maintain calendars, programs, meetings, appointments and reservations; purchase equipment and supplies; manage student evaluations and student records; interact with publishers for textbooks and desk copies; coordinate textbook adoption forms; maintain records and reports of all budgets for both departments. Perform other related duties as directed by supervisors.</p>	
Duties and Responsibilities: <i>List up to five essential functions of the job in the space provided below, indicating the most important first, and the approximate percentage of time spent on each function over the course of a year. Similar tasks should be grouped into one category and described as such (see example). DO NOT list any duties or responsibilities that require 5% or less of the position's time.</i>	
1. Administer budgetary support for departmental budgets	
<ul style="list-style-type: none"> - Monitor and manage all budgets for two departments (approximately 14 budgets of over \$500,000) - Process paperwork for purchase of supplies and equipment (purchase requisitions); payment of expenses, reconciling budgets by completing budget revisions, interdepartmental transfers, travel expense reports, cash receipts, etc. - Update and track, in Excel spreadsheet, detailed transactions for standing orders - Budget reconciliation and oversight - cross-checking; ordering supplies; vendor follow-up; tracking current budget balances in Banner Financial Management System - Manage petty cash funds 	
	30% of Time
2. Administrative and clerical duties:	
<ul style="list-style-type: none"> - Technical word processing, typing; graphics, equations; lab manuals, proposals - Departmental liaison - student/faculty interface; faculty/administration interface - Public liaison - phones, fax, e-mail, direct contact - Prepare all student files; responsible for student key control, setting up mailboxes, preparing freshman hammer schedule, arranging student pictures - Produce, collect, and facilitate semester files, as necessary, Syllabi, handouts - Order departmental business cards, letterhead, envelopes, and office supplies - Coordinate departmental searches, maintain files, send responses and keep accurate records for Human Resources - Coordinate travel arrangements for faculty, students, and guests - Maintain department websites - Provide primary administrative support to the Assistant to the Dean of A&S and Director of Undergraduate Research 	
	25% of Time
3. Service to the academic mission	
<ul style="list-style-type: none"> - Plan, shop, prepare, serve, clean up for various meetings, outings, departmental functions and Dean's special meeting requests - Interact with and advise students on university processes and procedures - Train and assist new and part-time support staff in university processes and procedures - Clarify and answer questions regarding budget issues for other support staff - Participate in professional development workshops - Participate in Jesuit mission and identity lectures and workshops - Participate in shared governance roles as a support staff representative 	
	15% of Time

4. Educational support

- Organize and process adjunct faculty compensation workflows each semester (including summer)
- Process adjunct and full-time faculty workflows for supplemental compensation
- Assist faculty as necessary
- Last minute copy work
- Type tests, exams, etc.
- Prepare standardized tests for final exams
- Order, label envelopes, administer and collect course evaluations
- Notify students via email regarding class changes, cancellations, etc.
- Prepare lab TA schedule and ensure all paperwork is completed by student workers before beginning work in department

15% of Time

5. Miscellaneous duties

- File, Xerox, type library orders, handle mail, incoming and outgoing
- Special mailings, meetings, alumni mailings
- Recruiting, represent department at X-experience days; prepare hand-out materials for students
- Assist with department curriculum and room scheduling
- Monitor class limits and other registration issues, especially during registration weeks
- Post faculty schedules, student advisors and office hours
- Attend departmental, division and college meetings

15% of Time

Supervisory Responsibilities: *Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.*

	Not responsible for supervising employees.
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X	Supervises student workers only.
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	Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions, e.g., Lead position.
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	Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.
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	Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.
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Fiscal Responsibility:

Do you have ultimate responsibility for the department's budget that includes but not limited to:

- Establishes the budget
- Plans budget with Vice Presidents, Deans and UPRC

No

What is the dollar value of the budget managed?

Education: *Indicate the minimum level of education generally necessary to effectively handle the job's duties and responsibilities..*

<u>Required</u>	<u>Preferred</u>	
X		High school diploma or GED
		Vocational or technical training – Field of study:

		Associate's degree, or vocational or technical school degree – Field of study:
	X	Bachelor's degree – Field of study: Any
		Master's degree – Field of study:
		Doctoral degree – Field of study:
X	Check here if experience may substitute for some of the above education and describe how:	
	Experience in fundamentals of finance and budget management	
Additional information (such as licensure, certifications, valid Driver's License, etc):		

NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of proficiency later on the form.

Work Experience: Indicate the required level of work related experience required to effectively perform the job's responsibilities. **This is not necessarily the same as your relevant experience. Check only one box.**

	Less than 12 months		1-3 years	X	3-5 years		5-10 years		More than 10 years – please specify	
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NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of information later on the form.

Knowledge: Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job. **This is not necessarily the same as your relevant experience. Check only one box.**

	Specialized knowledge not required.
X	Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.
	Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.
	Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.
Provide additional information if desired:	
Finance and budget management; In depth working knowledge of Microsoft Office Suite: Scientific and technical document preparation; Knowledge of Banner Financial Management System; Knowledge of Campusuite, Xavier web program	

Skills: Describe the type and level of skills required to handle the job's responsibilities.

Type	Level Required
Analytical <i>Describe:</i> Independently assess a situation and produce a successful outcome.	Basic Intermediate X Advanced NA
Project/Process Management <i>Describe:</i> Strong ability to work independently and handle multiple priorities on a regular basis and complete in a timely manner	Basic Intermediate X Advanced NA
Computer/Technical <i>Describe:</i> Ability to learn/use Microsoft Office Suite, Banner, Workflow, and technical word processing in the sciences	Basic X Intermediate Advanced NA
Office/Administrative Support <i>Describe:</i>	Basic X Intermediate Advanced NA
Equipment Operation <i>Describe:</i>	Basic X Intermediate Advanced NA
Written and Oral Communications <i>Describe:</i> Ability to communicate professionally and effectively with various constituents (especially faculty) in person and through phone/mail; excellent oral, written and communications skills.	Basic Intermediate X Advanced NA

Other: Trustworthiness <i>Describe:</i> Often handles and is involved in confidential and sensitive personnel and student educational issues and files.	Basic Intermediate X Advanced
Other: <i>Describe:</i>	Basic Intermediate Advanced

Collaboration/Interaction: *Indicate the nature of collaboration and/or service to others required by the job and whether this occurs internally (with others at the organization) or externally (with general public, vendors, media, other organizations, etc.) Check all that apply.*

Internal to Xavier	External to Xavier	
X	X	Exchange of routine, factual information and/or answering routine questions.
X	X	Exchange detailed information or resolve varied problems.
X		Access to and/or works with sensitive and/or confidential information.
X	X	Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
X	X	Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
X		Resolve conflict, negotiate or collaborate on major projects.
X	X	Handle sensitive issues and facilitate collaboration at the highest level.
X	X	Develop and maintain relationships to enhance work flow and work quality.

Provide additional information if desired:

Decision Making: *Indicate the type of impact of the decisions typically made by this job. Check only one box.*

Example of the relationship of terms used herein to the areas they describe at Xavier:

Functional area = Accounts Payable

Department = Controllers Office

Division = Financial Administration

	Decisions generally affect own job or specific functional area.
X	Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.
	Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department.
	Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the entire organization.

Provide additional information if desired:

Problem Solving: *Indicate the nature of problems regularly encountered by this job. Check only one box.*

	Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
X	Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general standards and past practices.
	Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Provide additional information if desired:

Independence of Action: *Indicate the job's general degree of independence of action. Check only one box.*

	Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided.
	Work progress is monitored by supervisor/manager; incumbent follows policies and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager.
	Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
X	Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; supervisor/manager provides broad guidance and overall direction.

Provide additional information if desired:

Physical/Environmental Demands: *Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency.*

Office environment / no specific or unusual physical or environmental demands.

Specific physical requirements or environmental exposures. **Provide details on Addendum.**

Additional Information about Job: *Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the job.*

The following two sections will allow you to expand upon your level of relevant proficiency of Knowledge and Job Experience in this job.

Incumbent's Relevant Work Experience: *Check only one box.*

<input type="checkbox"/>	Less than 12 months	<input type="checkbox"/>	1-3 years	<input type="checkbox"/>	3-5 years	<input type="checkbox"/>	5-10 years	<input checked="" type="checkbox"/>	More than 10 years – please specify <u>30</u>	<input type="checkbox"/>
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Incumbent's Relevant Knowledge: *Check only one box.*

<input type="checkbox"/>	Specialized knowledge not required.
<input type="checkbox"/>	Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.
<input type="checkbox"/>	Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.
<input checked="" type="checkbox"/>	Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.

Provide additional information if desired: Advanced and comprehensive experience of the University's budgetary and financial processes, procedures, and systems ? served 4+ years on University budgetary committees and UPRC; Deep knowledge of the University history, culture, and Jesuit heritage; Deep knowledge of academic and non-academic areas of University operations with personal connections in many areas; Extensive knowledge of many word processing and office management platforms as well as financial management University-wide systems; Deep knowledge of departmental history and culture for both departments; Cares deeply for others (Cura personalis) and brings a strong customer service ethic to the work.

The statements in this position description are intended to describe the general nature and level of work being executed by employee(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job or individuals.

Please sign below and send to Human Resources.

Reviewed by:	Date:
Received in HR by:	Date:

Addendum to Job Description

Physical Requirements

*Please check the **level of frequency** that best describes the physical demands that are **required** for you to perform your job duties. Do not consider those parts of your job that, if you had a disability, a reasonable accommodation could be made. For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you. In that case, you would not consider moving the box as a required part of your job.*

For each physical activity below, check the box that applies to your job.

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Nearly Continuously
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive hand motion (such as typing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing, listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Talking			X	
Standing		X		
Walking			X	
Bending		X		
Stooping		X		
Climbing stairs			X	
Climbing ladders		X		
Kneeling, squatting		X		
Crouching	X			
Crawling	X			
Balancing	X			
Reaching overhead			X	
Pulling, pushing		X		
Shoveling	X			
Lifting – up to 10 pounds		X		
Lifting – up to 20 pounds		X		
Lifting – up to 30 pounds	X			
Lifting – up to 50 pounds	X			
Lifting – over 50 pounds	X			

Work Environment

This question describes your current working conditions. Check all the boxes that apply.

X	Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
	Outdoor Environment: Employees work outdoors and may not be protected from weather conditions.
	Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
	Extreme Heat: Temperatures above 100 degrees for more than an hour.
	Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level.
	Vibration: Exposure to oscillating movements of extremities or whole body.
	Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in work setting.
	Oils: There is air or skin exposure to oils or other cutting fluids.
	Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases.
	Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
	Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.

NOTE: SUPERVISOR AND EMPLOYEE SHOULD KEEP AN ELECTRONIC COPY AND HARD COPY OF THE COMPLETED POSITION DESCRIPTION.