JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative Support Specialist

Job Code: 6525

Salary Grade: S05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Under direct supervision, performs entry-level administrative support-oriented job duties, to include but not limited to resolving routine questions and problem, filing maintenance, scheduling appointments, reception, inventory management, typing, report preparation, and correspondence. Job duties are clearly defined using standard methods and routines to accomplish tasks.

- Maintains office files that may be of a confidential nature.
- Schedules various appointments for office personnel and ensures administrative details are completed.
- Receives incoming calls for office personnel and refers to appropriate person.
- Records messages or responds to caller with routine information.
- Serves as a contact person for other employees or the outside public.
- Provides information regarding location or availability of materials, resources and services.
- Monitors and orders supplies for the office and completes requisitions.
- Responsible for typing correspondence, manuscripts, lectures, grant proposals, and medical information.
- Reviews and responds to routine correspondence for the office personnel.
- Prepares various reports, to include but not limited to office supply expenditures and student or resident rotation schedules.
- Makes copies and assembles materials.
- Opens, routes, and prepares incoming and outgoing mail.
- May run errands for the department.
- Performs related duties as assigned to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School diploma or GED.

Experience:

Required: 12 months office, clerical or administrative support experience.

Required Certifications or Licenses:

· None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

· Working knowledge of office procedures
· General office and customer service skills
· Working knowledge of Microsoft Office Suite (Outlook, Excel, and Word)
· Excellent interpersonal skills
· Ability to work independently and as a team player
· Ability to complete tasks in an efficient and timely manner
· Must be detail oriented for accuracy of data and information
· Ability to multitask, be organized, and self-motivated
· Ability to work in stressful situations
· Ability to communicate verbally and in writing

Working Conditions

Physical:

Sit for prolonged periods. Communicate effectively and listens. Engage in repetitive motion. Use of computer and telephone. Stand, stoop, bend, and reach.

Environmental:

Standard office environment.

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