JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative Support Specialist Senior

Job Code: 7192

Salary Grade: S06

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 general supervision, performs 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.

- 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 preparing correspondence. Reviews and responds to routine correspondence for the office personnel.
- Prepares various reports and makes copies and assembles materials.
- May act as the payroll coordinator for the department or assists the payroll coordinator by providing oversight.
- Collects time sheets, enters into PeopleSoft, tracks leave, completes ETR's, and special pays.
- Opens, routes, and prepares incoming and outgoing mail.
- May run errands for the department.
- Plans and organizes meetings and programs.
- Makes travel arrangements.
- Performs related duties as assigned to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School Diploma or GED.

Experience:

Required: 24 months office, clerical, or administrative experience.

Required Certifications or Licenses:

- Valid driver's license may be required for work in certain areas for the performance of specific job duties.

(Candidates assigned to locations requiring vehicle operation must possess and maintain an active, valid driver's license)

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

Knowledge, Skills, and Abilities

- Knowledge of office procedures
- General office and customer service skills
- 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
- Ability to travel between work sites as needed

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. Certain work locations may require the employee to hold a valid driver¿s license

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