

**INDIANA UNIVERSITY SOUTHEAST
JOB SPECIFICATION**

JOB TITLE: Administrative Secretary Senior

DATE: 04/02

JOB PURPOSE: Under moderate to limited supervision, performs a variety of difficult administrative and secretarial tasks related to the successful completion of the daily support of the department head.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides administrative and secretarial support; maintains calendar using judgement to determine priorities and make changes; arranges meetings; completes arrangements for travel and other activities; establishes work priorities; organizes materials; serves as resource on questions regarding policies and procedures.
2. Researches and makes recommendations on departmental purchases. Produces and processes requisitions and purchase orders for office purchases
3. Screens callers and walk-in visitors to office; greets visitors; provides information in response to inquiries when possible and refers to other sources if necessary.
4. Monitors and reconciles departmental budgets and accounts.
5. Maintains and updates complex departmental files and database.
6. Compiles data and produces reports, etc.; assists with researching problems..
7. Oversees production of written material; proofreads and edits for content, prepares complex materials.
8. Serves as liaison with other departments including those within and outside of the university ; coordinates activities and exchanges information.
9. Processes sensitive and confidential information material and information.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

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MINIMUM REQUIREMENTS

Education: Requires basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc., as might normally be acquired through the attainment of a high school diploma or GED.

Experience: 2 years of office experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Bookkeeping knowledge.

Good communications skills

Ability to work well with wide range of people.

Good organizational skills

Knowledge of standard office equipment and procedures.

Knowledge of computer and word processing/spreadsheet/database programs.

Excellent keyboarding skills.

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