

**Kansas Board of Regents
Position Description for
Senior Administrative Assistant:
Special Project
Private Postsecondary Education/Academic Affairs Initiatives and Services**

Date: June 11, 2008

Name:

Position No.:

Supervisor and Annual Evaluator: Senior Administrative Specialist

Brief Description of Position: The Senior Administrative Assistant for Private Postsecondary Education, and Academic Affairs Initiatives and Services provides a variety of support functions for the Director of Private Postsecondary Education, the Director of Academic Initiatives and the Director of Academic Services. Areas of assigned responsibility will include Private Postsecondary Education, Academic Initiatives and Academic Services along with others. The Senior Administrative Assistant will perform duties related to the operation of standard and electronic office equipment, maintenance of relevant office records and provision of information and other services to internal and external customers.

Position Duties

- Uses Microsoft Word, Access, and Excel software to manage data and create correspondence and reports with accompanying charts, graphs, agendas, purchase orders, vouchers, requisitions, documents and brochures for publication, policy manuals, etc.
- Maintains databases. Establishes and maintains files for all areas of assigned responsibility.
- Monitors accuracy of relevant information and links on Academic Affairs websites.
- Screens and refers callers. Provides professional, accurate and appropriately detailed responses to information requests about student transcripts, postsecondary school approvals and renewals, programs and activities.
- Assists Directors with data management tasks, including data collection and data entry for postsecondary school approvals, reporting from programs, with follow-up surveying, and with data matching.
- Opens and distributes mail, makes daily financial deposits, assembles materials for use by the Directors, and answers routine inquiries involving minor interpretations of regulations and policies. Orders and maintains office materials and supplies.
- Works on projects related to the work of the Directors including duplication, collating, stapling, assembling, sorting, organizing, and other tasks. Sends correspondence by e-mail, fax, and U.S. mail.
- Assists in organizing meetings which may include making room arrangements, preparing minutes and other printed materials, handling correspondence, making name tags, typing Agenda, printing, collating and mailing.

Senior Administrative Assistant:

Private Postsecondary Education/Academic Affairs Initiatives and Services

Page 2

- Provides relief assistance to other clerical support staff in Academic Affairs.
- Maintains appointment schedules for Directors. Makes travel arrangements for Directors including airline, motel, and car reservations. Maintains annual calendar of recurring program activities.
- Performs other duties as assigned by supervisor.

Supervision of others: none

Minimum Position Requirements:

GED or High School Diploma.

Knowledge of business English including grammar, spelling, and punctuation.

Ability to type accurately.

Knowledge of modern office equipment, practices and procedures.

Knowledge of Microsoft Word, Excel, and Access.

Excellent customer service skills.