

Senior Administrative Assistant

Job Title: Senior Administrative Assistant
Department: Media, Computer, and Telecommunications Services
Supervisor: Assistant Vice President for Technology
Date: February 2006
Updated: April 2008

A. PURPOSE OF THE JOB:

To provide administrative support for the Assistant Vice President for Technology and the Department of Media, Computer, and Telecommunications Services that consists of eight department managers, 50 technical/professional staff, three graduate research assistants, and 70 technical student workers. Also, to provide interface between the Media, Computer, and Telecommunications Services staff, the administrative, and academic departments. A major function of the position is to keep a highly diversified technical staff aware and adherent to Texas A&M University – Corpus Christi (TAMUCC) and the Texas A&M University System (TAMUS) administration procedures and policies such as; travel rules, personnel and payroll deadlines, and purchasing requirements.

B. DUTIES:

This is an administrative support position with the preponderance of duties related to coordinating equipment, resources, and communication to enable the department managers and technical staff to carry out their duties. The departments served include; Media Services, Technical Support Services, Help Desk, Microcomputer Services, Network Services, Administrative Computing Services (Operations), and Academic Information Technology Services (AITS).

1. Major Duties:

- a. Carries out detailed administrative duties for the Assistant Vice President as delegated,
- b. Composes, receives, and distributes internal and interoffice memos, e- mails, general, and confidential letters,

- c. Maintains calendar, schedules appointments for the Assistant Vice President and senior staff,
 - d. Makes car, air, hotel, and other travel arrangements, prepares OTR, travel advances, and travel vouchers,
 - e. Enters, secures, and receives L's, E's, and R's on FAMIS,
 - f. Orders from computer vendors, checks status of orders, receives deliveries, and
 - g. Greets visitors, answers telephone, directs calls, and arranges work orders with physical plant.
2. Occasional and subordinate duties: the incumbent is required to perform various operational duties such as:
- a. Attends/take minutes for department manager meetings,
 - b. Orders general supplies for office, and
 - c. Maintains personnel files of 50 staff, workmen's comp, general files, databases, and spreadsheets.

C. KNOWLEDGE AND SKILLS:

1. Required education: High School diploma/GED, and additional specialized/technical training or some college courses in business, computers, or related area.
2. Skills required:
- a. Computer skills including knowledge of word processors, spreadsheets, and databases,
 - b. Ability to write routine reports and correspondence,
 - c. Ability to communicate effectively with students, faculty, and staff,
 - d. Ability to carry out detailed delegated administrative duties, and

- e. Extensive knowledge about media, telecommunications, computer hardware equipment, software, and the respective markets.

D. FISCAL RESPONSIBILITY:

N/A

E. APPLICATION OF KNOWLEDGE AND SKILLS:

The ongoing challenge for the incumbent is balancing work tasks and assignments from the Assistant Vice President for Technology and department managers as well as other technical staff to ensure deadlines are met and requests are fulfilled in a timely manner. The position requires close communication with the supervisor for setting priorities and close interaction with department managers for efficient completion of work assignments.

F. SUPERVISION:

The incumbent does not directly supervise other staff or student workers, but is occasionally responsible for assigning work to student workers.

G. EXTENT OF PUBLIC CONTACT:

The incumbent is required to interact with members of the University community, occasionally with TAMUS personnel, and infrequently with members of the local community.

1. Within the University: daily contact occurs with students, faculty, and staff.
2. Weekly and biweekly: contact occurs with senior administrative personnel (president, business officer, and deans).
3. Outside the University: contact occurs with a wide variety of non-University personnel, though not each day. Typical contacts include a variety of vendors (city, state, outside the state, telephone, etc.), personnel from other state agencies, and schools.