

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION (allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University
9. Position Number: W0009879
10. Department ID: 36700200170

2. Employee Name (leave blank if position vacant): Vacant
11. Present Class Title (if existing position): Administrative Assistant

3. Division: Arts & Sciences Instructional Support
12. Proposed Class Title: Senior Administrative Assistant

4. Section: Dean of Arts and Sciences

5. Unit:

6. Location (address where employee works)
City: Manhattan County: Riley

7. Type of Appointment (Circle)
Full time Part Time 100%
School Employee
Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)
FROM: 8:00 AM/PM TO: 5:00 AM/PM

H	13. Allocation	Senior Administrative Asst.
U		
M	Supervisory Status:	yes/no
A	FLSA CODE:	nonexempt/exempt
N		
R	14. Effective Date:	9/22/03
E	15. By:	Approved: [Signature]
S		
O	16. Audit(s)	
U	Date:	By:
R	Date:	By:
C		
E	17. Position Review(s)	
S	Date:	Date:
	Date:	Date:

PART II - Organizational Information. To be completed by department head or supervisor of the position.

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)
This position serves as the receptionist for the College of Arts & Sciences Dean's Office. The College has over 6,500 undergraduate students enrolled and therefore is a very high traffic office and receives numerous phone calls. The position also serves as secretary to several academic advisors.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.
The person in this position is being asked to take a more responsible role in answering all questions at the front desk. The implementation of KATS and DARS have made it necessary for this person to be more knowledgeable and assume a higher level of responsibility for answering questions of students, faculty, advisors and others in the University community.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Jaimie Hays	Administrative Specialist	W0009880

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Shirley Olson	Assistant to the Dean	W0008456

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.
Only minimal instructions are given to employee. Employee is expected to use own initiative and creativity to complete work in this position.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1. 40% E Receptionist for the Office of the Dean of Arts and Sciences, responding to all requests from over 6,500 students enrolled in the College. Receptionist must be completely knowledgeable of all deadlines on the student academic calendar and be able to communicate this information to students, faculty, advisors, administrators and parents. Initiate curriculum changes, drop/add forms, etc., and process them in a timely manner. Enter curriculum changes within the College into the Student Information System. Process curriculum changes into and out of the College of Arts and Sciences, by sending or receiving files as necessary and by processing the forms through the proper offices. Screen students concerning reinstatement and backdated drop/add procedures. Ascertain students' eligibility regarding these procedures. Delineate when students need a graduation check versus graduation application. Lift academic registration holds after determining students have taken the appropriate action to warrant this clearance.
2. 20% E Serve as secretary to three academic advisors, generating correspondence, forms and spreadsheets as required or requested. Assign students to appropriate advisor, by distinguishing between the various pre-health curriculums, and then informing student of whom their advisor will be. Schedule students for advising appointments, informing advisors of these appointments and any changes in their schedules.
3. 10% E Assist the Administrative Specialist in sorting and distributing various forms and printouts to departments or lead advisors. Run DARS (Degree Audit Reporting System) reports and interpret them to students, referring any special situations to the Transcript Specialist (unclassified) or Administrative Specialist (classified). Assist students with any questions they have about KATS (K-State Access Technology System), including helping them enroll, drop/add or run reports on KATS.
4. 10% E Comprehensive knowledge of SIS (Student Information System) is required to update curriculum changes, make advisor assignments and perform various other duties regarding student records. Answer questions involving SIS for other office employees, leads advisors, students, faculty and classified employees in all departments in Arts and Sciences.
5. 10% E Answer telephone, assisting callers as necessary, transferring calls, or referring caller to the proper person.
6. 5% E Assist with the filing of over 6,500 student records, being sure filing is kept up to date so that files can be easily located. Train the student workers in proper filing procedures.
7. 5% E Miscellaneous duties as assigned by supervisor.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Error in judgment or misinformation given could cause a student's graduation date to be delayed. This could be very serious.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The person in this position is in almost constant contact with the public. Many students, faculty and parents come into this office and this person is the first contact with each of them. It is of utmost importance that we are well represented.

The person in this position is also in frequent contact with other dean's offices, the Office of Admissions, the Registrar's Office and various other offices on campus trying to avoid problems with may occur with registration, enrollment and student records.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

This is a high stress position because of the constant contact with persons with problems.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Computer, typewriter, telephone, copy machine and fax machine. All are used daily.

PART III - Education, Experience and Physical Requirements Information.

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification, (Job skills beyond state specifications should be entered in #29)

One year of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.
Job knowledge at an advanced level in office support/clerical work.
Limited independence with experience in office support/clerical work.

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

None

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work requires repetitive movements to operate electronic equipment.

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

One year education at the high school or post high school level in English, spelling, typing, computers, business or office practices. (May be combined with experience).
High school graduate or GED equivalent. One year experience in clerical or office support work preferred. (May be combined with education.)

b) List preferred special knowledge, skills and abilities.

Ability to communicate effectively.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).