

# 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: <b>Kansas State University</b>	9. Position Number <b>W0042051</b>	10. Department ID <b>3670020230</b>													
2. Employee Name (leave blank if position vacant) <b>Cortney Nardi</b>	11. Present Class Title (if existing position) <b>Administrative Assistant</b>														
3. Division <b>Department of Political Science</b>	12. Proposed Class Title														
4. Section	<table border="1"> <tr> <td rowspan="4" style="writing-mode: vertical-rl; transform: rotate(180deg);">H U M A N  R E S O U R C E S</td> <td><b>13. Allocation</b> <i>Administrative Assistant</i></td> </tr> <tr> <td>Supervisory Status: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> FLSA Code: <i>nonexempt</i> / exempt</td> </tr> <tr> <td><b>14. Effective Date:</b> <i>1/27/69</i></td> </tr> <tr> <td><b>15. By:</b> <i>[Signature]</i> <b>Approved:</b> <i>KSB</i></td> </tr> <tr> <td><b>16. Audit(s):</b></td> <td>Date: By:</td> </tr> <tr> <td></td> <td>Date: By:</td> </tr> <tr> <td><b>17. Position Review(s)</b></td> <td>Date: Date:</td> </tr> <tr> <td></td> <td>Date: Date:</td> </tr> </table>		H U M A N  R E S O U R C E S	<b>13. Allocation</b> <i>Administrative Assistant</i>	Supervisory Status: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> FLSA Code: <i>nonexempt</i> / exempt	<b>14. Effective Date:</b> <i>1/27/69</i>	<b>15. By:</b> <i>[Signature]</i> <b>Approved:</b> <i>KSB</i>	<b>16. Audit(s):</b>	Date: By:		Date: By:	<b>17. Position Review(s)</b>	Date: Date:		Date: Date:
H U M A N  R E S O U R C E S				<b>13. Allocation</b> <i>Administrative Assistant</i>											
				Supervisory Status: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> FLSA Code: <i>nonexempt</i> / exempt											
				<b>14. Effective Date:</b> <i>1/27/69</i>											
	<b>15. By:</b> <i>[Signature]</i> <b>Approved:</b> <i>KSB</i>														
<b>16. Audit(s):</b>	Date: By:														
	Date: By:														
<b>17. Position Review(s)</b>	Date: Date:														
	Date: Date:														
5. Unit <b>College of Arts &amp; Sciences</b>															
6. Location (address where employee works) City: <b>Manhattan</b> County: <i>Riley</i>															
7. Type of Appointment (Circle) Full time <input type="checkbox"/> <b>Part time</b> <input checked="" type="checkbox"/> <i>50%</i> School:  Limited Term ending date (if applicable):															
8. Regular hours of work: (enter appropriate time) FROM: <b>1 PM</b> AM/PM TO: <b>5 PM</b> AM/PM															

**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.)  
To provide administrative support to the department head, faculty, staff, and students as pertains to policy and procedure and the completion or management of tasks in: public relations and communications; information technology; advising, enrollment and course scheduling; graduate and undergraduate programs and studies; daily department and program administration; and data processing. Provides competent and comprehensive administrative support to department head, faculty, staff, and students.

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.

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

Name	Title	Position Number
<b>Cheryl Heverin</b>	<b>Administrative Specialist</b>	<b>W0009769</b>
List other individuals who may provide input for evaluation purposes.		
<i>Jeff Pickering</i>	<b>Department Head</b>	<b>W0009652</b>

**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.**

The employee has limited latitude within the bounds of University and departmental policy, procedure, rules, and regulations. Most assignments are in the position's job description and are automatically assumed and completed by the employee. Additional assignments are at the request of the head, faculty, staff, or other university affiliate and the employee completes assignments with direction.

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

- 30 E Serves as administrative assistant in department to ensure an orderly flow of delegated responsibilities. Answers telephone and general questions, receives and appropriately handles incoming emails, directs messages appropriately, directs visitors to appropriate faculty or staff, schedules rooms for events and meetings, coordinates, prints, and distributes class schedule lists, schedules appointments with Department Head, faculty, and staff, prepares correspondence and miscellaneous printed materials, maintains program brochure and information displays, and distributes information and instructions. Plans, coordinates and calendars department events and deadlines relative to grade reporting, advising/enrollment, teacher evaluations, and functions relative to the Open House and Majors Fair. Maintains knowledge of department, college, university and state regulations, guidelines and procedures, time management techniques and office procedure and etiquette. Collects and distributes mail and oversees courier mail (FedEx).
- 30 E Serves as liaison for staff, faculty, and students in order to achieve common understanding or resolve problems of a sensitive nature by using diplomacy and well-developed communications skills. Collects application materials from graduate program applicants and coordinates with program directors and graduate school to complete application process. Enters and maintains data in established database of prospective and current undergraduate and graduate students to track status and personal and academic data. Generates reports for staff and/or faculty as requested from database and/or by entering and maintaining information in spreadsheets. Maintains department and program filing systems and reviews periodically to determine need for change. Maintains record archives. These functions require and are accomplished through a thorough knowledge of department computer equipment, various computer software packages including word processing, spreadsheet, and database, as well as applicable department, college, university and state guidelines and procedures.
- 30 E Plans, coordinates and supervises equipment check-out/in and use of common rooms through knowledge of department policies. Maintain and/or arrange for maintenance of department equipment in the most efficient and effective manner. Maintain department copiers and fax machine, keep machines supplied with paper and toner, and be able to remove paper jams, perform minor adjustments, provide assistance to faculty and students, and arrange for repairs or supply refills when necessary. Maintains inventory of office supplies and prepares requisitions and submits supply orders when necessary
- 10 M Other duties as assigned including, but not limited to: filing, copying, faxing, shredding, running errands on campus, and assisting students, faculty, and staff with minor tasks or problems. Perform other miscellaneous tasks as needed. Delegate routine tasks to student office workers in an appropriate manner and follow-up to ensure task is accomplished accurately and efficiently.



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

Daily: computer, keyboard, printers, phone, calculator, scanner, copier, fax, shredder

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)

*Six months*

One year of experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the agency.

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.

General office training as required by the University.

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

Maintaining and ordering supplies. moderate physical exertion.

*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.

Minimum one year clerical experience. Experience will be considered in lieu of educational degree.

b) List preferred special knowledge, skills and abilities.

Excellent communication skills, oral and written. Ability to assist in supervision of student staff. Ability to work with little or no direction and to stay up-to-date with University and department policies and procedures. Knowledge of computers, office equipment, software and operating systems. Knowledge of all aspects of office processes, including but not limited to records and data management, public relations, proofreading, copying, and filing. Ability to compile data and design and maintain effective databases.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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