

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 -367
9. Position Number: **W0044505**
10. Department ID: 3670045010

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

3. Division: College of Engineering
12. Proposed Class Title: Administrative Assistant **1071 K2**

4. Section: Dean of Engineering

5. Unit: Recruitment & Leadership Development

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): 06/08/2013

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

H	13. Allocation	Administrative Assistant
U	Supervisory Status: yes <input checked="" type="radio"/>	FLSA CODE: <input checked="" type="radio"/> nonexempt/exempt
M		
A		
N		
-		
R	14. Effective Date:	2-6-12
E	15. By:	Approved: KSB
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
-		
C	17. Position Review(s)	
E	Date:	Date:
S	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.)
One of the initiatives of the new grant from the Kansas Department of Commerce, University Engineering Initiative Act (UEIA) is to be realized through enhanced recruitment. As we ramp up, we need additional administrative support in the Recruitment and Leadership Development Office. This position will be the front line contact in delivery of academic services and information for Recruitment & Leadership Development Office. Works with Assistant Dean and Senior Administrative Assistant to support a variety of office operations. This position represents an important part of the student services team in providing direction, communication and facilitation of recruitment events and programs. A significant amount of independent judgment is needed.

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
Carol Hewitt	Senior Administrative Assistant	W0009906

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Tom C. Roberts	Assistant Dean	W0009905

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.

Employee is given basic instructions and is expected to complete work on his/her own.

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 outcomes 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. 25 % E Serves as receptionist for the Recruitment & Leadership Development office to greet visitors and students and refer them to the proper office or person. Answer the phone, screen and refer calls, take and relay messages, etc.
2. 40% E Provide program support (i.e., mailings, assist with registration and other event aspects) Engineering Day, Scholarship Day, Open House Reception, Senior Days and Engineering & Science Summer Institute, visits, etc. for prospects.
3. 30% E Work with Engineering Ambassadors, and other student groups. Responsible for working with this large group of students to make sure prospective student packets and other information is available for high school visits. Provide displays, literature and materials for students who staff events. Perform other work as assigned.
4. 5% M Other duties as assigned.

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.

If work is not done properly and in a timely fashion, it causes delays and disrupts the flow of major projects and programs. This also could cause disruption with contacts in other offices within/outside the University.

If calendars are not maintained properly and phone messages are not received, it causes conflicts and lost productivity.

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

Contact with prospective engineering students and their parents, general, public, KSU students, staff and faculty on a daily basis for the purpose of arranging appointments, organizing tours and meetings, determine the answers to questions and performing the duties of this position.

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

Eye and wrist strain due to computer use.
Stress due to deadlines.

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 – daily
- Copying Machine – daily
- Calculator – occasionally
- Projection equipment – occasionally
- Displays – occasionally
- Tables & chairs – occasionally
- Vans - occasionally

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 of experience in general office, clerical or administrative 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.

15 passenger van training certificate *with six months of employment.*

Valid drivers license upon employment.

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 in entering and generating data by manipulating electronic equipment. Must be able to move boxes, setup displays, projection equipment and other items associated with classes, programs and other special events.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Experience in clerical or office support work and/or education at the high school or post high school level in English, spelling, typing, computers, business or office practices.

b) List preferred special knowledge, skills and abilities.

Some business school or on the job training helpful. Ability to use a computer with various computer programs (including web page design, text processing, database and spreadsheet software).

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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

PART IV - Organizational Chart (Please attach). Indicate classification title and position number.

PART V - Signatures

Dean of Engineering

