

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** W0037818 **10. Department ID** 3670003025

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

3. Division Summer School **12. Proposed Class Title**
Senior Administrative Specialist or higher

4. Section

5. Unit

6. Location (address where employee works)

City County
Manhattan Riley

7. Type of Appointment (Circle)

Full Time Part Time %

School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)

FROM: 8 AM/PM TO: 5 AM/PM

H	13. Allocation
U	
M	Supervisory Status: yes/no FLSA CODE: nonexempt/exempt
A	
N	
R	14. Effective Date:
E	15. By: Approved:
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.)

Provide administrative support to the Summer School, Associate Provost, Office of Planning and Analysis, and Office of Assessment. Occasional support provided to the Assistant Provost. Serves as the fiscal officer for Summer School, the Office of Planning and Analysis, and the Office of Assessment.

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.

Previously, there were two administrative assistants providing support. When one position became vacant, the workload was shifted onto other full-time staff members and student employees. Due to reorganization within the offices named above, as well as reorganization within the Office of the Provost, it has become reasonable to reclassify this position and redistribute the workload to make it more compatible with the new structure.

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

Name	Title	Position Number
Ruth A. Dyer	Associate Provost	W0005975

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Kelline S. Cox	Director	W0006073
Cia Verschelden	Director of Assessment	W0006071

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 acts independently and must be familiar with university methods for handling the financial record keeping of the three offices. In addition, the employee must understand and comply with university personnel procedures. Assignments are made and given to the employee by the Associate Provost, Director of Planning and Analysis, Director of Assessment and other office staff in broad terms with only the end result specified. Employee completes daily duties without supervision. Regular and special projects require employee involvement (e.g. Summer School reports and advertisements)

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.

It is essential that accurate information and sound judgment be used to avoid confusion and annoyance for those involved and to avoid embarrassment to the unit and university.

Error in action or decision by this employee can result in misleading information to other administrators, faculty and/or staff. Error in calendaring appointments, deadlines and travel can cause disruption of workflow.

Several of the responsibilities of this position require a considerable amount of time to complete. Having them done incorrectly not only means a loss of the employee's time as he/she repeats the work, but also of the supervisor's time.

Failure to follow state and university guidelines in personnel responsibilities may result in employees not receiving paychecks, receiving incorrect amounts on their checks, or having incorrect benefits - time and leave or payroll deductions.

Failure to follow state and university guidelines for preparation of financial reports and payment of accounts may cause late payments to vendors. This might result in financial penalties from the vendors. Errors in accounts may cause over or under-spending problems and may affect budget allocations.

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

This position requires daily telephone contact with broad variety of people within the university, such as the President, Provost, Vice Presidents, Deans, Department Heads, and other faculty and staff. Contact with people outside the university is moderate, such as handling incoming phone calls as well as contacting vendors.

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

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.

Daily use of desktop computer, printers, copier, fax machine, calculator, and multi-line telephone.

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)

Job knowledge at an advanced level in administrative work.
Knowledge of English, spelling, grammar, and arithmetic
Knowledge of the operation of office equipment, personal computers, and communications systems
Knowledge of record keeping and reporting methods.
Ability to understand and follow verbal and written instructions
Ability to use word processing, spreadsheet, and database applications
Ability to establish and maintain effective working relationships
Ability to proofread and edit for grammar, spelling, and punctuation.
Ability to record, file, and transmit information.
Ability to communicate effectively both verbally and in writing.
Ability to detect discrepancies in information and records.
Knowledge of basic accounting and bookkeeping methods.

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.

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

Minimal physical exertion.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Some college
3 years experiences in office administration

b) List preferred special knowledge, skills and abilities.

Automated bookkeeping, word processing, Microsoft Office, maintaining appointment log, making travel arrangements
Ability to plan and organize assigned projects independently.
Knowledge of university policies and procedures.

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

Signature of Employee Date

Signature of Human Resources Date
Position Analyst

Approved:

Signature of Supervisor Date

Signature of Human Resources Date
Appointing Authority/Classification Authority

Dean or Administrator (optional) Date

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

All of these functions are essential.

- 1 30 Supports the Associate Provost, Assistant Provost, Director of Planning and Analysis, Director of Assessment, and unclassified staff of Planning and Analysis and Assessment.
 - a. Schedules meetings
 - b. Maintains calendars
 - c. Proofreads articles, reports, reviews and correspondence
 - d. Sends out correspondence
 - e. Prepares documents for meetings
 - f. Enters general comments from surveys and evaluations
 - g. Sets up listservs

- 2 10 Communications
 - a. Answers telephones, takes messages and ensures proper delivery of messages
 - b. Picks up, processes and distributes office mail

- 3 5 Office Procedures
 - a. Updates hourly student and graduate student work office schedules
 - b. Organizes and maintains files in Anderson Hall and Fairchild Hall
 - c. Orders supplies to keep supply closet stocked.

4. 30 Summer School Support
 - a. Updates, prints and distributes Summer School materials for promotion and marketing
 - b. Prepares payroll reconciliation
 - c. Prepares transfer of payment documents
 - d. Prepares final expenditures for Summer School year
 - e. Produces monthly expenditure reports
 - f. Prepares requisitions and purchase orders
 - g. Prepares student credit hour reports
 - h. Organizes and submits advertisements to newspapers, public buildings, and radio stations.

5. 5 Prepares and maintains personnel records
 - a. Prepares appointment papers
 - b. Updates staff appointments
 - c. Prepares travel requests
 - d. Maintains and submits time and leave information.

6. 20 Accounting and Budget
 - a. Assists in the preparation of budgets
 - b. Acquires monthly statements and produces monthly expenditure reports for Office of Planning and Analysis and Office of Assessment
 - c. Prepares requisitions and purchase orders
 - d. Maintains all expenditures
 - e. Reconciles computerized personnel records to ensure balance with Controller's monthly statements
 - f. Uses FIS for purchase orders, payments, interfund vouchers.