

MASTER SPECIFICATION

JOB INFORMATION

<i>Date:</i>	1/17/2018 6:06:59 PM
<i>Official Title:</i>	Office Administrator Senior Master
<i>System Affiliation:</i>	
<i>Employee Category:</i>	
<i>Pay Grade:</i>	Pay Grade 5
<i>Scheduled Hours</i>	
<i>Job Code:</i>	123522
<i>Job Family:</i>	Administrative Support

JOB SUMMARY

An Office Administrator Senior is responsible for the operational aspects of academic, fiscal, purchasing, employment and payroll administration for an organizational unit such as a college, school, or department. The Office Administrator Senior supervises assigned support staff in the office in order to fulfill the administrative requirements of the responsibility area.

NATURE OF WORK

The Office Administrator Senior is responsible for the operational aspects of academic, fiscal, purchasing, employment and payroll administration for an institutional unit/department. This senior level position differs from lower-level Office Administrators in the assignment to a unit at a larger institution or due to a greater span of control, scope, impact, and level of responsibility. Additional responsibilities include determining how best to fulfill the administration of academic, fiscal, human resources, purchasing, and payroll support activities by supervising and delegating tasks to support staff, as needed, to meet ongoing and emergent priorities. Job responsibilities require the ability to perform inquiries, queries, standard and modified reports from university systems and must be able to produce documents using word processing, spreadsheet, and presentation software. This position performs work under limited supervision, operates under regular deadline pressure in order to meet operational and reporting requirements, and is delegated considerable freedom to determine how best to meet the administrative requirements for the area. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Manages the day-to-day clerical, general fiscal and administrative functions of an office or unit and supervises clerical staff.

Responsible for preparation, submission, summary and communication of budget information for the assigned area. Prepares and approves budget transfers and nonpayroll expenditure transfers, reconciles remaining spending authority, prepares and maintains internal accounting records, and other duties related to fiscal administration.

Fulfills purchasing requirements for assigned area, researching items and obtaining price quotes, entering information into university systems, receiving purchase orders, maintaining P-Card information, and reconciling purchases.

Establishes and maintains systems for administration of academic records for the area, including electronic files, records, and databases. Provides for support of instruction and student administration.

Supports employment administration and human resources processes, serving as a point of contact with the central HR department. Administers appointment paperwork requirements for faculty, staff, and student employees. Fulfills administrative requirements for faculty and other searches within area of responsibility.

Manages and audits annual and sick leave records, and employee timesheets. Administers leave payouts.

Prepares and approves online payroll certifications. Reviews and reconciles payroll registers, and updates pay distribution. Serves as the local point of contact on payroll issues.

Arranges and coordinates travel for department staff, faculty, and incoming guests and speakers.

Examples of Duties

Essential Functions

Composes and prepares written documents and correspondence for the office, including memos, letters, presentations, and spreadsheets.

Prepares special spreadsheet reports and presentations as needed. May prepare brochures or web site content for communication within the institution or to external audiences.

Performs other office administration duties as required to support the mission and function of the area of responsibility.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

Experience	Experience Details	Req	Pref
2 year +	Experience in office administration and general supervision	X	

