Selection Criteria Sample #2

Job Title: ADMINISTRATIVE ASSOCIATE
Department: GRADUATE SCHOOL
Exempt (Y/N): NO
Supervisor: DEAN OF THE GRADUATE SCHOOL

SUMMARY: Provide professional and comprehensive support to the Dean of the Graduate School and Graduate School staff. Coordinate and execute essential duties necessary for the functional operation of the department. Facilitate and coordinate external student fellowship program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Site coordinator/contact for external fellowships (NSFGRFP, Ford, Fulbright, etc.)
- Work with Director of Development for Graduate School and Research to post/coordinate submission of student proposals with respect to fellowships.
- Communicate with departments about fellowship support such as KCP tuition.
- Coordinate KCP documentation with Educational Opportunity.
- Participate in orientation and other educational sessions to encourage student applications for external support.
- Create and disseminate news releases and/or other information regarding MTU fellowship recipients.
- Serve as Community of Science contact for students to find possible support options, searching, and applying.
- Administer Proposal Incentive Program.
- Act as liaison between the Dean and staff with various internal and external advisory boards, administration, colleges, schools, and various committees.
- Determine appropriate action to be taken concerning purchases and correspondence, including drafting of routine and non-routine correspondence.
- Monitor department general fund budget, including disbursements and processing of necessary forms.
- Assist Dean and staff in confidential and sensitive matters including maintenance of confidential files.
- Make travel arrangements for department staff.
- Maintain Graduate School website, including updating fellowship information regularly.

Supervision will be exercised over one clerical support staff and student assistants.

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

EDUCATION and/or EXPERIENCE:
REQUIRED:
- Associate’s degree in applied science, business administration, communications/behavioral sciences or related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Three years administrative support experience.
- Experience using personal computers including word processing and spreadsheet/database software.

DESIRABLE:
- Experience working in a university setting.
- Bachelor’s degree.
- Experience in maintaining websites.

OTHER SKILLS AND ABILITIES:
REQUIRED:
- Excellent interpersonal and written/oral communication skills.
- Demonstrated ability to work with accuracy and attention to detail.
- Demonstrated ability to work independently and take initiative to solve problems.
- Demonstrated ability to work under conditions of frequent and multiple interruptions.
- Demonstrated ability to work as part of a team.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status. March 2005
SAMPLE MATRIX – ADMINISTRATIVE ASSOCIATE

Respond by placing a Yes, Needs Discussion, or No

Required:
_______ Associate’s degree in applied science, business administration, communications/behavioral sciences or related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
_______ Three years administrative support experience.

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COMMENTS: