

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, Fullbright, 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.

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.

	REQUIRED					DESIRABLE			
CANDIDATE	Experience using personal computers including word processing and spreadsheet/database software	Excellent interpersonal, customer service, and oral/written communication skills	Ability to work with accuracy and attention to detail	Ability to work independently and take initiative to solve problems	Ability to work effectively under conditions with frequent and multiple interruptions	Ability to work as part of a team	Experience working in a university setting	Bachelor’s degree	Experience in maintaining a website

COMMENTS: