



USC University of
Southern California

Administrative Assistant II Job Description

JOB INFORMATION

<i>Job Code:</i>	111020
<i>Job Title:</i>	Administrative Assistant II
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Administrative/Clerical Support
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs varied administrative and general office duties for an academic or administrative department.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	4 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Secretarial or specialized clerical and administrative experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Organizes and expedites flow of work through supervisor's office and/or administrative department. Initiates follow-up action. Serves as resource to others on departmental and university procedures or in the resolution of moderate to complex problems or issues. Interacts with university offices and/or supervisor's subordinates to facilitate communications and information exchange.				
Composes and produces a variety of business correspondence, reports, confidential documents and/or forms, and related materials or guides the work of other staff who produce these materials. Reviews and signs, as authorized.				
Ensures confidentiality and controls access to sensitive information such as faculty or staff personnel files.				
Coordinates department public relations functions, as assigned, such as special events, conferences, seminars, etc. Arranges with vendors for sites, facilities, catering, guest accommodations, etc. Coordinates production and/or distribution of promotional materials.				
Assists in contracts and grants administration. Monitors budgets, prepares and submits reports. Interacts with university contract administrators and funding agency officers to provide information, resolve problems and coordinate on-site visits.				
Researches and gathers data for departmental reports. Conducts preliminary analysis of data. Recommends report content and format to display findings most effectively.				
Maintains and modifies the school's or department's Web site including content, graphical and multimedia displays and communications. Gathers feedback for Web site improvement and enhancement. Tests, maintains and ensures functionality of links. Monitors Web site for consistency, cross-referencing and compliance with university standards for Web site content and development.				
Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries. Tracks and monitors assigned budget expenditures and/or special actions and reports on variances. Provides projections, as requested				
Screens and prioritizes incoming calls, determining what contact or action is required for satisfactory disposition. Responds to inquiries or requests for information or refers to supervisor, as appropriate.				
Maintains unit or departmental database and related records. Enters and/or verifies database transactions. Provides technical support and design of enhancements.				
Assists in maintaining office equipment and purchases.				
Provides guidance and direction to staff and/or student workers, as assigned. Schedules, assigns or prioritizes workloads. Sets appropriate deadlines.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.