

handles procedural and substantive matters and inquiries which do not require technical knowledge or refers callers to others as appropriate.

8. Schedules appointments and engagements without prior clearance. Makes arrangements and coordinates all details for meetings. Assures that executive is fully briefed before meetings on matters to be considered. May attend meetings and prepare notes.
9. Makes all necessary arrangements for travel and independently performs required administrative follow-up and recordkeeping.
10. Oversees office operations, ensures equipment, materials, and space are used efficiently and effectively. Assists in preparing and administering departmental budget.
11. Acts as intermediary for executive, interacting with officials, staff at all levels, and the public. Provides information requiring comprehensive knowledge of institution policies, procedures, and special issues.
12. Anticipates executive's course of action when absent and facilitates problem resolution. Interprets administrative decisions and policies to other staff and transmits directions and instructions based on authority delegated by the executive.
13. Ensures confidentiality of information. Provides guidance and instruction of office support staff.
14. Supports office by using automated equipment such as facsimile machines, personal and networked computers and printers, copy equipment, voice messaging and electronic mail systems, and telephone equipment.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years secretarial experience, one year of which was providing primary secretarial support to a key administrator.

OTHER: Applicants may be required to complete the institution's required skills assessment to be considered. Some positions require specific skills such as word processing, spreadsheet, presentation, database, email or calendaring software, and Internet proficiency.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the application of office practices, procedures, and equipment; of business english, spelling, grammar, and arithmetic; of UMS policies and procedures and the institution's purpose, goals, and procedures. Thorough knowledge of and skill in the use of word processing, database, and spreadsheet software to produce documents and maintain information. Skill in composing a variety of correspondence; in operating manual and automated office equipment; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; in interacting with students, public officials and staff at all levels in a courteous and efficient manner; in planning, organizing, prioritizing and executing complicated and continuing assignments without instruction. Ability to communicate effectively both orally and in writing; to understand and follow oral and written instructions; to project a professional and positive image of the institution; to make effective oral presentations; to supervise office operations and staff.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A