

POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

Action Requested: *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

Name of incumbent <i>(if filled position):</i>		
<i>If vacant, name of previous incumbent:</i>		
Working Title: DEIJ Support Assistant		
Classification Title: Administrative Support Assistant II		
Department Name: Office of the Vice President and Campus Diversity, Equity & Inclusion		Division: DEIJ
Appropriate Administrator/Supervisor Title: Director of Operations & Strategic Initiatives		
Position Number: 00004391	Job Code: 1032	Grade Level: 2
Time Base: 1.0	FLSA Status: Non-Exempt	

Position Summary: *In a few sentences, briefly describe the primary function of the position.*

Under the general supervision of the Director of Operations & Strategic Initiatives, the DEIJ Support Assistant will provide general office support to the Vice President's Office. Responsibilities include, but are not limited to, assisting with coordinating meetings, assisting with communications, maintaining records, and assisting with event planning. The incumbent will work closely with various stakeholders, ensuring efficient administrative processes that align with the strategic goals of DEIJ-related efforts.

Major Duties:

Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.

Indicate duties, which are "essential functions" by checking the Essential Function box in the right column.

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the "essential functions", which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
General Office Support - Provide logistical support for events and meetings, including booking venues, arranging catering, and coordinating technology needs. - Assist in designing and disseminating promotional materials, such as posters, flyers, social media content, and emails. - Compile, prepare and distribute meeting agendas, minutes, reports and other materials for committees, workgroups and presentations as needed.	70%	<input checked="" type="checkbox"/>

- Compose, edit, and proofread correspondence including emails, newsletters, and memorandums as needed.		
Office Support for DEIJ Projects & Strategic Initiatives - Attend and support committee meetings; serve as the note taker. - Assist in the collection of assessment plans and progress tracking. - Assist in the collection and compiling of heritage month reflections. - Provide administrative backup support to the Director of Operations and Strategic Initiatives and Executive Assistant as needed.	25%	<input checked="" type="checkbox"/>
Other Duties as Assigned	5%	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Changes in position: *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

Physical Effort: *Indicate the type of physical effort which is essential to the position activities:*

Light Work - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

Environmental Factors: *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input checked="" type="checkbox"/> Inside (Typically Office Environment) Frequency: <u>Constantly - Essential</u>	<input type="checkbox"/> Extreme Temperature (hot/cold) Frequency: <u>Choose an item.</u>	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: <u>Choose an item.</u>
<input checked="" type="checkbox"/> Outdoor Frequency: <u>Occasionally - Essential</u>	<input type="checkbox"/> Hazards Frequency: <u>Choose an item.</u>	

Supervision Received: *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Supervision - some control over administrative or technical aspects of work; definite work objectives are set, but the methods of performing tasks are frequently left to the judgment of the employee with the supervisor providing occasional advice.

Supervision Exercised: *Indicate the type of supervisory responsibilities that are associated with the position.*

Serves as a lead person for a small work group and/or students (non-manager).

Specialized Materials: *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

Special Working Conditions: *List any overtime requirements, 24/7 on-call, work schedule, etc.*

Knowledge, Skills, and Abilities:

- ◆ Experience to be proficient in performing most or all work assignments.
- ◆ General working knowledge of applicable university infrastructure, policies, and procedures.

- ◆ Thorough knowledge of office methods, procedures, and practices.
- ◆ Fluency in using standard office software packages.
- ◆ Thorough knowledge of English grammar, punctuation, and spelling.
- ◆ Ability to learn, interpret independently, and apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.
- ◆ Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
- ◆ Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
- ◆ Work often involves front line contacts with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills.
- ◆ Demonstrated competence in effectively presenting standard information in writing.
- ◆ Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.

Experience and Education:

High school program or its equivalent and at least two (2) years experience in an office environment.

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A):

Bachelor's degree and/or equivalent training and minimum of three (3) years of analytical experience involving studies, analysis, and/or evaluation.

Signatures (*Acknowledgement that the information is accurate*)

Name of Employee:	Signature:	Date:
Name of Supervisor/Dept. Manager: Catherine Jermany	Signature:	Date:

For HR Use Only

Classified By: Adriana Godoy Date: 8/12/2024

- General Reporter
 Limited Reporter
 Background Check
 Fingerprints
 Physical Exam
 Driver's License
 Conflict of Interest
 MPP Job Code _____