

Requisition Title: Secretary

Job Classification: Staff.Administrative Assistant I

Job Family: Administrative Support

Job Level: Administrative Support: Level 2

Job Sub-Family: Clerical

Position: 12345.Secretary.1006000

Minimum Education Level Required: High School Diploma/GED

Minimum Experience Level Required: 1

Additional Details about Required Licensure/Certification: None required

Will this position accept substitution in lieu of education or experience required? No

Essential Functions: Scheduling meetings and calendar coordination, answer the phone, takes messages and transfers callers. Creates and edits documents and presentations. Performs filing, distributing mail, makes travel arrangements, and data entry.

Physical Effort: Job is primarily sedentary. May be required to lift up to 20 pounds.

Department Details: The University department is a leading community partner. The incumbent will support staff responsible for leading special projects within the department. This may include memo preparation, scheduling, report development, tracking and paying invoices, order supplies, and monitor inventory. Also responsible for building maintenance requests. This positions requires proficiency in Microsoft Office, such as Word, Excel, and PowerPoint. The incumbent is also required to have strong writing and communication skills. This is a hybrid position that is required to work on the Oakland campus three days per week.

Job Summary: Performs administrative and general office support work.

Job Duties:

- Schedules meetings and manages calendars in coordination with others; provides logistical support during meetings and events.
- Answers phone, takes messages, and transfers callers; provides general information and appropriately answers customer inquiries from walk-ins, incoming calls, and emails.
- Prepares and edits various technical documents, including financial reports, presentation materials, and routine correspondence; uses established guidelines and proper formatting.
- Makes minor purchases, collects payments, and verifies billing information.
- Performs a variety of clerical duties, including filing paperwork, distributing mail, assisting with travel arrangements, maintaining mailing lists, and data entry.