

POSITION DESCRIPTION

TITLE: Office Associate II/Human Resources - (Non-Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Performs complex duties such as, record keeping and administrative detail, and follow-up functions to assist the Director/Department Head and department staff in implementing departmental programs. May act as secretary to an academic division. Must be well organized and possess good secretarial skills. Receives minimal supervision and independently exercises considerable discretion and judgement in all work areas. May handle confidential and sensitive issues. May supervise other clerical employees and student employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Performs a variety of ongoing complex and confidential administrative duties.
- Drafts and prepares letters, reports, memoranda, materials, etc., some of which may be confidential or sensitive in nature or for the signature of the department head.
- Coordinates special projects by developing project plans and schedules.
- Maintains databases and compiles reports.
- Communicates with other staff, faculty, administrators, and the general public in person, by telephone or through written correspondence.
- May assist in preparing and maintaining department budgets.

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- Arranges and coordinates conferences and committee meeting as directed.
- Opens, sorts, and routes mail. May sign in behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.
- Receives, screens, places, and directs both incoming and outgoing telephone calls.
- Prepares purchase orders, orders supplies and equipment, and maintains office inventory.
- Prepares agendas and background materials for meetings.
- May attend meetings and take minutes when requested.
- Maintains appointment calendar and makes travel arrangements as necessary.

Addendum – Human Resources

This position reports to the Associate Director of Human Resources/AA/EEO/Labor Relations Officer.

- Maintains hardcopy personnel files and assists with archiving files.
- Reserves conference rooms, orders food, etc. as needed through the Event Management System.
- Assists with the Annual Years of Service Anniversary event.
- Prepares materials and information related to employee benefits.
- Inputs information to the Human Resources Web Site (includes job vacancies, forms, policies, procedures, etc.).
- Serves as a Campus Security Authority in accordance with The Clery Act.

MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED equivalency required; Associate's Degree preferred; with successful completion of courses in typing/word processing (minimum speed of 40 correct wpm), data entry, Dbase, spreadsheets, and microcomputer systems. Strong verbal and written communications skills. Good organizational skills.
- The ability to handle sensitive situations.
- Thorough working knowledge of modern office practices and procedures, business English, spelling, good grammar and arithmetic, and of standard record maintenance procedures. Thorough working knowledge of various computer software packages, i.e., word processing, spreadsheet applications, and data base management.
- Experience: At least five years of full-time employment in the secretarial/administration field.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.