

## POSITION DESCRIPTION

---

**TITLE:** Office Associate II - (Non-Exempt)

### **Collective Bargaining – Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

---

### **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 of a 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.
- Arranges and coordinates conferences and committee meetings as directed.
- Opens, sorts, and routes mail. May sign on behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.
- Receives, screens, directs, and places telephone calls.
- Prepares purchase orders, orders supplies and equipment, and maintains office inventory.

**Position Description**  
**Office Associate II**  
**Page 2**

---

- 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 - Office Associate II – Office of Institutional Advancement**

- Reporting to the Assistant Vice President of Development, this position serves as a backup to the Executive Assistant in the Office of the Vice President for Institutional Advancement in all areas of Institutional Advancement.
- Assists with the planning and execution of the Development Unit's events and programs, for example: preparing invitations and nametags; monitoring registrations and RSVPs; and helping with logistics and staffing.
- Provides support to the Development Unit with awarding SMCM Foundation scholarships and awards and producing named fund stewardship reports and the like.
- Helps update and maintain the Development Unit's database.
- Helps prepare and ensure timely communications/reports through the fundraising cycle and that prospect/donor needs are met; follows best practices and maintains the security and confidentiality of prospect/donor information.
- Serves as a check and balance to the gift processing team by logging gifts and non-gifts as dictated by fundraising and auditing best practices.
- Coordinates budget requests and approvals with the Office of the Vice President for Institutional Advancement, including reconciling procurement cards and preparing purchase orders.
- Assists the Development Unit with arranging travel and/or visits and coordinating special projects including plans and schedules.

**MINIMUM QUALIFICATIONS:**

- Education: High School Diploma or GED equivalency required; Associates 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.
- Experience: At least five years of full-time employment in the secretarial/administration field.
- The ability to handle sensitive situations.

## **Position Description**

### **Office Associate II**

#### **Page 3**

---

- 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.
- 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.