



## Job Description

Job Title:	Administrative Assistant	Prepared by:	VP of Facilities & Risk Management
Location:	South Jordan Campus	Reviewed by:	Human Resources
Unit:	Executive	Approved by:	VP of Facilities & Risk Management
Reports To:	VP of Facilities & Risk Management		
FLSA Status:	Full-time Non-Exempt	Date:	September 3, 2013

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### Summary

Under the direct supervision of the Vice President of Facilities and Risk Management, the Administrative Assistant provides administrative, clerical and project support to the Facilities and Risk Management Unit. The Administrative Assistant will be responsible for ensuring the efficiency and smooth operations for the Vice President and the unit.

### Responsibilities

- Prepare, proof and edit documents, correspondence, spreadsheets and reports as directed ensuring accuracy and meeting all established deadlines.
- Answers and direct phone calls, take messages, and field/answer all routine and non-routine questions.
- Serve as office manager to include responsibility for office supplies, secure maintenance of office equipment, establish and maintain filing system, sort and direct mail, and maintain an accurate calendar. Providing high quality customer service using professionalism, confidentiality, and good judgment is required.
- Prepare, coordinate and organize meetings as required to include room reservations, notification to members, and distribution of meeting materials and minutes.
- Assist in insurance and risk management assignments including monitoring, reviewing and collecting Certificates of Insurance.
- Prepare travel arrangements as required. Prepare and process monthly expense reports.
- Monitor purchase agreements, contracts, multiple accounts, and perform other basic accounting tasks ensuring accuracy and meeting all established deadlines.
- Manage the key control system which includes maintaining the key log system and key cabinet.
- Process room reservation requests and facilitate access control.
- May occasionally be required to utilize personal vehicle for University business.
- Other duties may be assigned.

### Skills

Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Great attention to detail, strong organizational skills and the ability to maintain confidentiality.
- Strong interpersonal skills with an ability to maintain a high level of customer service.
- Be able to work creatively, independently and collaboratively as a team member and be able to multi-task and prioritize projects.
- Excellent Oral and written communication skills.

### Education/Training

- High school diploma or equivalent
- Minimum of two years of college or business school or any combination of education, training and experience that provides the knowledge, skills and abilities required for this position.

### Experience/Requirements

- Minimum of five years of administrative experience with increasing responsibility.
- Advanced computer skills, including proficiency in MS Office products.
- Demonstrated proficiency in business writing and oral communication using correct grammar.
- Proficient and accurate typing skills.

- Possess and maintain reliable transportation, a valid Utah drivers' license, and state mandated auto insurance. Must be able to meet the restrictions of the University's policy to operate a personal vehicle for University business.
- Experience in construction, facilities management, asset management, insurance or risk management, or a related field is preferred.

#### Work Conditions

- Regular attendance is an essential function of the job.
- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between local campus buildings, off campus, and to other Roseman University facilities out-of-state.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities (e.g. Henderson, Nevada) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

#### Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper.
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry items weighing up to 25 pounds.

*I have read the above position description and have received a copy.*

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Employee Signature

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Date