



UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

POSITION DESCRIPTION

Job Title:	Job Code:	Department:	L.U.:	Grade:
NEW TITLE	XXXXXX	VARIOUS	28	N-19
SBU	Various	MSNew- Administrative Assistant III		
Manager/Non Manager	Individual Contributor - No direct reports			

POSITION SUMMARY:

Under the general supervision of the Manager/Department Head or designee, the Administrative Assistant III coordinates and performs a full range of advanced level, confidential, and complex administrative duties independently with minimal direction.

Primary responsibilities involve support of projects, research endeavors, and grants. The Administrative Assistant III for research may function as a liaison between the department and other departments at UMMS regarding administrative and training issues.

Under general supervision of the:

ESSENTIAL FUNCTIONS

%

Office Coordination

Participate

in the planning and organization of the office in terms of staffing, establishing administrative policies and procedures and financial matters. Develop a comprehensive knowledge of administrative activities of the department and the Medical School

Manage

the daily operation of the office, schedules, organizes and delegates administrative assistant tasks, supervises office activities, resolves problems with medical, professional, and clerical staff

Monitor

and evaluate office procedures. Initiate and implement new procedures. Develop, write, and revise office procedures and manuals

Communicate

confidential information to senior administration, internal operation departments, and external sources

General Responsibilities

Coordinate

and perform high level, complex, and varied administrative tasks requiring independent action and the setting of priorities and procedures

Draft

, edit, and/or update correspondence, memoranda, grants, agendas, handouts, website updates, and reports, etc.

Record

, prepare, and distribute minutes

Maintain

calendar(s)

Data Support		
Process	payroll, orders, requisitions, personnel action, and other payroll and human resource related forms. Maintain confidential files	
Organize	information into spreadsheet format from data collection. Generate reports in preparation for analysis and graphical display from spreadsheets and databases	
Provide	administrative support for special projects. Assist in preparing data, reports, and follow-up on projects and reports	
Travel and Event Support		
Arrange	travel logistics and coordinate schedules. Completes travel advance and authorization forms. Submit voucher forms with appropriate receipts and information for reimbursement	
Maintain	travel records	
Schedule	or arrange for conferences, meetings, interviews, appointments, retreats, events, or similar activities	
Finance Support		
Assist	the Department Head in budget preparation and reconciliation	
Complete	journal entries and billing	
Function		%
Clerical Support		
Answer	phones and screen calls. Provide information independently and respond to complex questions	
Greet	visitors; ascertain their needs and provide information	
Review	mail, highlights action or important items and attaches relevant files or information for review. Respond to routine correspondence. Draft responses to more complex correspondence	
Maintain	office equipment and inventory of supplies, purchase materials, and prepares purchasing paperwork and contracts. Verify budget is not overspent	
Assist	with the credentialing process	

Demonstrates self-awareness and the ability to see other points of view, valuing diverse experiences and ways of knowing	
Negotiates conflict and facilitates discussions with culture competence and cultural humility	
Shows commitment to continuous learning/improvement in managing diversity	
Department/Position Specific Competencies:	
Written Communication - Writes in a clear, concise, organized, and convincing manner for the intended audience.	
Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.	
Coaching and Motivating - Works to improve and reinforce performance of others. Facilitates their skill development by providing clear, behaviorally specific performance feedback, and making or eliciting specific suggestions for improvement.	
Computer Skills - Uses computers, software applications, databases, and automated systems to accomplish work.	
Data Security/Confidentiality - Understands the importance of protecting confidential data and the security of systems and fully complies with all legal, regulatory, and organizational policies.	
PHYSICAL DEMANDS AND WORK ENVIRONMENT:	Level
Not exposed to any adverse environmental conditions.	Constant position requirement
Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.	Constant position requirement
Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.	Constant position requirement
Add additional details here:	
MACHINES AND EQUIPMENT USED:	
Add additional details here:	
REQUIRED QUALIFICATIONS:	
Education	HS Graduate or equivalent
Add additional details here:	
Experience	

<p>Add additional details here:</p>	<ul style="list-style-type: none"> • 7 years of related experience • Proficient in Microsoft Office products: Word, Excel, PowerPoint, and Outlook • Possess the organizational, verbal, written and interpersonal skills necessary to interact effectively with all levels of personnel • Ability to prioritize and problem solve 	
<p>PREFERRED QUALIFICATIONS:</p>		
<p>Education</p>	<p>2-Year College Degree</p>	
<p>Add additional details here:</p>		
<p>Experience</p>		
<p>Add additional details here:</p>	<ul style="list-style-type: none"> • Experience in an academic environment • Assist with preparation, completion and submission of grant applications: including but not limited to, assisting with budgets, bio sketches, financial data, online applications and submission of required documentation. • Adhere to project timelines by regularly reviewing pertinent communications and other materials to remain current on project and operation details. Work with PI to maintain financial records for each grant validating receipts with monthly financial reports generated by the University financial system. Maintain confidential research files. 	
<p>SIGNATURES:</p>		
	<p>Manager: <u>Core</u></p>	<p>8/8/2019</p>
	<p>Department Head: <u>Core</u></p>	<p>8/8/2019</p>