

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.

	pervision of the: Manager or designee 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
	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	NONESSENTIAL FUNCTIONS %
	phones and screen calls. Provide information independently and
	respond to complex questions
	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

The ampleyee will al	so be required to perform other duties as assigned	
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	sential and non essential functions should be 95-100%: 0	
	ncies (expectations for <u>all</u> UMMS employees):	
ACCOUNTABILITY		
	rable, high-quality, timely, and cost effective results	
Consistently demonstrates energy, enthusias	sm, and maximum effort in completing responsibilities	
Demonstrates flexibility in response to change	ging priorities	
Accepts personal responsibility for own action	ons, including errors	
Supports other team members by prioritizing	g and altering daily routines to complete assignments	
Complies with established policies, procedur	es, and rules	
Participates in cross-functional teams and w	orks effectively with employees from diverse backgrounds	
INITIATIVE		
Takes prompt action to accomplish tasks and		
Completes assignments with minimal direct		
Utilizes equipment, supplies, and technology		
Recommends process improvements within		
Collaborates with other employees and departicipates in the development and		
PROBLEM SOLVING/DECISION MAKING	racinevenient of team goals	
-	ne relevance and accuracy of available information and recognizing one's	
filters, privileges, biases, and cultural prefere		
Generates and evaluates alternative solution		
	ions and takes appropriate follow up actions	
QUANTITY/QUALITY of WORK		
Pays close attention to detail		
Strives to achieve accuracy and consistency i	n all tasks	
Organizes work to achieve maximum produc		
Actively applies strategies and tactics that ro	•	
,	prevent accidents, and encourages the use of sound judgment in order to	
comply with departmental and UMMS safety		
Produces a consistently high volume of work that also meets quality standards		
SERVICE ORIENTATION		
Applies effective interpersonal and problem-	solving skills when responding to clients	
Treats all of our diverse internal and externa		
	diverse clients and anticipates how to fulfill them	
	tence when interacting with clients, fellow employees, and guests	
DIVERSITY & INCLUSION	tive, solution focused approaches in responding to client needs	
Understands how social group identities sha	ne the settings in which we work	
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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				
Depart	tment/Position Specific Competencies:			
	concise, organized, and convincing manner for the intended			
Speaking - Uses correct English grammar to and situations; uses body language appropr	organize and communicate ideas in words that are appropriation	te to listeners		
	re and reinforce performance of others. Facilitates their skill d mance feedback, and making or eliciting specific suggestions			
Computer Skills - Uses computers, software	applications, databases, and automated systems to accompli	sh work.		
Data Security/Confidentiality - Understands and fully complies with all legal, regulatory,	the importance of protecting confidential data and the secur and organizational policies.	ity of systems		
PHYSICAL DEMANDS AND WORK ENVI		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		
	of force occasionally and/or negligible amount of force	Constant		
	pull or otherwise move objects, including the human body.	position .		
Sedentary work involves sitting most of the	time.	requirement		
Add additional details here:				
MACHINES AND EQUIPMENT USED:				
Add additional details here:				
REQUIRED QUALIFICATIONS:				
Education	HS Graduate or equivalent			
Add additional details here:	ins Graduate or equivalent			
Experience				

	• 7 years of related experience		
	Proficient in Microsoft Office products: Word, Excel, PowerPoint, and Outlook		
Add additional details here:	Possess the organizational, verbal, written and interpersonal skills		
	necessary to interact effectively with all levels of personnel		
	 Ability to prioritize and problem solve 		
PREFERRED QUALIFICATIONS:			
Education	2-Year College Degree		
Add additional details here:			
Experience			
Add additional details here:	 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. 		
SIGNATURES:		0/0/2010	
Manager:		8/8/2019	
Department Head:	Core	8/8/2019	