

Administrative Assistant Matrix

	Administrative Assistant I	Administrative Assistant II	Administrative Assistant III	Administrative Assistant IV
Scope	<ul style="list-style-type: none"> * Follows specific, detailed instruction and applies understanding of basic principles and concepts * Work is directed 	<ul style="list-style-type: none"> * Works on assignments of moderate scope and complexity 	<ul style="list-style-type: none"> * Works on assignments that are varied and complex in nature 	<ul style="list-style-type: none"> * Works on a variety of complex assignments generally of a critical and/ or confidential nature
Major Job Responsibilities	<ul style="list-style-type: none"> * Answers phones and greets visitors * Performs simple duties and tasks relating to miscellaneous departmental projects and office maintenance and/ or supply needs 	<ul style="list-style-type: none"> * Performs a broad range of secretarial/ administrative duties, including: scheduling and coordinating meetings, events and travel, composing documents and assisting in report preparation 	<ul style="list-style-type: none"> * Provides a broad range of high-level secretarial/ administrative support, including: coordinating meetings and events, composing and tracking a wide range of typewritten documents and preparing reports 	<ul style="list-style-type: none"> * Directs the day-to-day administration of an institution officer, office program or department * Provides administrative support, including: composing a wide variety of complex, original typewritten documents and managing complex scheduling and travel arrangements
		<ul style="list-style-type: none"> * May regularly perform a variety of routine accounting, data entry, filing and other clerical tasks 	<ul style="list-style-type: none"> * Undertakes editorial, research, translation and/ or administrative projects and conduct data analysis 	<ul style="list-style-type: none"> * Plans, executes and supervises events, research and administrative projects that may span several functional areas
		<ul style="list-style-type: none"> * May answer phones and greet visitors 	<ul style="list-style-type: none"> * May assist with budget preparation and tracking 	<ul style="list-style-type: none"> * Handles a broad range of complex inquiries, issues and confidential materials and may have significant interaction with VIP guests
			<ul style="list-style-type: none"> * May regularly perform accounting, data entry, filing, 	<ul style="list-style-type: none"> * Acts independently to determine methods and

			desktop computer support and other administrative tasks	procedures
				* May assist with budget development and tracking
			* May handle complex written and phone inquiries and interact with guests	
Qualifications	* High School diploma/ GED * 0-1 Year related experience	* High School diploma/ GED * 1-2 years related experience	* High School diploma/ GED * 2-5 Years related experience	* High School diploma/ GED Bachelor's degree preferred * 5 or more years related experience

. Typically requires the qualifications stated or equivalent education and/or experience that reflect the required knowledge, skills and abilities to perform job responsibilities satisfactorily.