**Florida Agricultural and Mechanical University**  
**UNIVERSITY SUPPORT PERSONNEL SYSTEM**  
**POSITION DESCRIPTION**

1. Division: Student Affairs  
2. Transaction Type:  
   | Establishment | [X] Update  
   | Reclassification | [ ] Transfer  
3. Position Number: 17349  
4. School/College:  
5. Department Number: 000 506 000  
6. Budget Entity:  
7. Effective Date: (Personnel Use Only)  
8. Department: Career Services  
9. FTE: 1.00  
10. Pay Plan:  
11. On-Call:  
12. Lead Worker:  
13. Subsection: PRES  
14. Class Code: 0710  
15. City: Tallahassee  
16. County: Leon  
17. Class Code:  

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify *Essential/Marginal* functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished.

This position serves as the Administrative Assistant to the Director for Career Services at Florida A&M University with responsibility for a wide range of specialized projects and operations. This person must be familiar with the organizational functions within Career Services, the University, as well as their areas of responsibility and will use this information to assist in coordinating and meeting departmental functions and initiatives.

% of Time  
18A. **Essential Functions of the Job***

- 20% Coordinate on-campus interviewing schedule for employers  
- 15% Maintain financial reports for the Career Center providing periodic reports and advising on office supplies and needs  
- 10% Administers billing and collection procedures for vendors  
- 10% Assists with development and justification of operating budget requests and approves subsequent expenditures  
- 10% Conducts workshops to implement new computer software packages for the Career Center and students on professionalism; assist with all events and programs.  
- 5% Negotiate vendor contracts  
- 5% Coordinate payroll/personnel process for student assistants and the Career Center staff members  
- 5% Serve as liaison for the Career Center with employers who are interested in on-campus recruiting  
- 3% Coordinate meetings with employers, University Relations staff, the Career Center staff members and other FAMU administrators for the director  
- 2% Typing correspondence for the director, send faxes and compile data for filing (i.e., billing, letters, memo, etc.)  
- 2% Compose employer's on-campus schedules and receptions information for distribution to the staff and other University staff members  
- 2% Compose student schedules for assistance with special programs hosted by the Career Center  
- 2% Accommodate employers by providing the status of their on-campus interviewing schedules and parking permits  
- 2% Assist employers with follow-through regarding on-campus recruiting process and transportation  
- 2% Performs other job-related duties and special projects as assigned by the Director.

18b. **Marginal Functions of the Job****

19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.

   N/A

19A. **SUPERVISOR’S POSITION:**  
   Number: 17046  
   Class Code: 9300  
   Class Title: Director, Career Services  
   17124  
   9450  
   Assistant Director, Career Services

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

   Assist the Director in maintaining Career Services budget, while monitoring and complying with all fiscal expenditures and guidelines within Scope of position responsibilities.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University).

   This position becomes aware of highly confidential personnel and student information which must be held strictly confidential. FERPA information must all be maintained.
22. KNOWLEDGE/SKILLS/ABILITIES:
Knowledge of general office and other administrative principles, practices, and protocol, effective decision-making and problem-solving and interpersonal communication techniques. Skill in use of Personal Computers and technology, as well as Monstertrak software and/or other related. Knowledge of career planning and development. Ability to assume new responsibilities on own initiative and carry them out in an effective and professional manner. Ability to assume other office management responsibilities as necessary. Ability to exercise independent judgment. Ability to communicate effectively and professionally both verbally and in writing. Ability to maintain effective working relationships both inter and intra office as well as with other academic and administrative divisions throughout the university. Ability to coordinate, delegate and implement assignments in order to meet deadlines. Able to understand and apply personnel rules, policies, and procedures applicable to staff and students.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
Please review statements below check all that apply.

__ This position requires a background check and/or fingerprinting, Florida Statutes.
__ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
__ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
__ This position requires licensure, certification or other special requirements described below.

23A. Education/Training/Experience - in order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications: A high school diploma and five years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

Preferred Qualifications: Bachelor’s Degree and experience in higher education environment in Student Affairs and/or other related department.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:

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<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Incumbent</td>
<td></td>
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<tr>
<td>Immediate Supervisor</td>
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<td>Reviewing Authority</td>
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