1. Division: Student Affairs
2. Transaction Type: Update (X), Establishment ( ), Reclassification ( ), Transfer ( )
3. Position Number: 18961
4. School/College: Florida A&M University
5. Department Number: 
6. Budget Entity: 
7. Effective Date: (Personnel Use Only)
8. Department: Vice President for Student Affairs
9. FTE: 1.00
10. Pay Plan: 
11. On-Call: 
12. Lead Worker: 
13. Subsection: 
14. Class Code: 
15. City Tallahassee 
16. County Leon 
17. Class Code: 4206 
18. Class Title: Program Assistant

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 the time.

This position is responsible for general clerical and budget support for the Office of the Vice President for Student Affairs. Specifically, the incumbent is responsible for:

### ESSENTIAL FUNCTIONS:

100%

- 50%
  - Provides assistance and quality customer services to students, faculty, staff and visitors
  - Coordinates direct and indirect communication, as well as information dissemination. Receives, routes, and responds telephone calls and faxes
  - Sorts, logs, and distributes incoming mail and prepares outgoing mail
- 25%
  - Maintains a comprehensive and confidential filing system for project documentation, budget, reports, student records, and correspondence. Establishes and maintains both paper and computer-based files
  - Prepares forms and materials for office functions (i.e., purchase requisitions, invoices, travel arrangements, work orders, and reimbursements)
  - Produces photocopies
- 15%
  - Maintains office inventory of project supplies
  - Maintains inventory of departmental forms and publications
  - Schedules and maintains conference meeting room

### MARGINAL FUNCTIONS:

10% Assists with the review, processing, and follow-up of budget requisitions, position descriptions, maintaining division-wide organizational charts, and performs other duties as deemed appropriate.
Position # 18961

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

- OPS student employees

20. **Supervisor’s Position Number:** 19276  
   - Class Code: 9224  
   - Class Title: Executive Assistant

21. **Working Hours:**
   a) Daily from 8 a.m. to 5 p.m.
   b) Total hours per week 40
   c) Explain any variations in workweek, split shifts, on-call status, or rotations.

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

- Promote and demonstrate top quality customer service. Self-confidence and willingness to contribute to a team-based environment.
- Possess good organizational and office management skills.
- Ability to manage multiple projects simultaneously, operate independently, take initiative and follow-through.
- Competency in Windows XP to support Word, PowerPoint, Excel, Outlook, and internet.
- Ability to learn and work with the University’s Enterprise Resource Planning system Peoplesoft. Willingness to work during special events and programs.

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.

24. **Signatures:** I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   Name of Incumbent (Print) __________________________ Signature __________________________ Date __________________________

   Name of Immediate Supervisor (Print) __________________________ Signature __________________________ Date __________________________

   Name of Reviewing Authority (Print) __________________________ Signature __________________________ Date __________________________
   (Vice President, Dean, Director, Department Head or other administrative Officer)

25. **University Personnel Relations Office Review:**

   __________________________
   Administrator, Human Resources

   __________________________
   Date