**POSITION TITLE: Administrative Assistant II**

**Primary Purpose:**

Provides administrative support by receiving and directing visitors, fielding telephone calls, scheduling meetings, organizing events, composing and editing correspondence, and providing routine and general office support.

**Essential Job Functions:**

1. Responds to inquiries and resolves non-routine problems requiring broad understanding of work-area policies and procedures in a timely manner to ensure questions are answered and issues resolved.
2. Composes, edits, proofreads, and types complex documents; creates mail merges and performs mass mailings; photocopies and collates complex material to ensure timely communication and retention of documents.
3. Prepares forms and documents; verifies for discrepancies and follows up to ensure accuracy.
4. Enters data and generates reports from NSU specific software systems to ensure accurate processing and record keeping.
5. Schedules meetings/appointments/events and coordinates travel to ensure timely scheduling.
6. Performs other duties as assigned.

**Marginal Functions:**

1. Assists with other administrative functions.
2. Acts as a back-up to Executive Assistant of department.
3. Performs special projects as assigned.

**Knowledge, Skills, and Abilities:**

1. Proficient knowledge of MS Office, including Word, Excel, and Outlook; data entry skills; Internet research abilities.
2. Knowledge of office practices and procedures (e.g., filing, answering telephones, and supply/equipment ordering).
3. Ability to enter and verify information with accuracy.
4. Ability to understand and follow oral and written instructions.
5. Ability to maintain confidential information.
6. Strong administration skills – organized, thorough, systems orientated with meticulous attention to detail.
7. Proactive, punctual and reliable.
8. Excellent written and oral communication skills.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS**

1. Ability to communicate effectively with others.
2. Ability to work cooperatively with colleagues and supervisory staff at all levels.
3. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
4. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils and computer keyboards.

**Required Education:** High School Diploma or equivalent

**Required Experience:**

High School Diploma and three (3) years of administrative/clerical experience in an office environment.

--OR--

Associate's Degree and two (2) years of administrative/clerical experience in an office environment.

**Other Preferred Qualifications:**