

	Prior 7/1/2004	After 7/1/2004
Class Code:	0114, 0117, 0710	0114
Title:	Executive Secretary Sr. Executive Sec. Administrative Asst.	Administrative Specialist Administrative Specialist Administrative Specialist
Pay Grade:	20, 22, 23	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Non-exempt	Non-exempt

## UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

**Title: Administrative Specialist**

### **Job Summary:**

This is work implementing and maintaining administrative policies, procedures, or programs for a college, division, major operation or higher-level unit.

### **Example description of duties (not all inclusive):**

Provides information to inquiries received or refers to appropriate unit for action.

Provides high-level administrative support by conducting research, preparing statistical reports, and handling information requests.

Performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Attends meetings and compiles, transcribes, and distributes meeting minutes.

Coordinates and directs office functions, such as records and budget preparation and personnel.

Handles travel arrangements for departmental employees.

Manages and maintains departmental employees' schedules.

Opens, sorts, and distributes incoming correspondence, including faxes and email.

Prepares agendas and makes arrangements for committee, board, and other meetings.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

### **Minimum Qualification Requirements:**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.