

POSITION DESCRIPTION

1. General Information

Position title	Staff Admin Assistant
Status	Non-Exempt, 37.5 Hours
Reports to (title)	Human Resources Director
Department	Executive Office & Human Resources Office
Date	December 3rd, 2017

2. Primary Function

To provide administrative support for all departments in FASEB.

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Reviews ADP e-time database to ensure that all timecards are completed and approved. Contacts employees and managers regularly on timecard corrections and approvals. Signs-off weekly on timecards. Ensures that timecards are completed and approved for the monthly allocation report. Communicates regularly with the Human Resources Coordinator to update her on the status of the timecards for payroll purposes and for the monthly allocation report. Tracks Family Medical Leave use.	20
2	Maintains personnel data, which includes personnel and medical files for approximately 350 employees. Files personnel paperwork on a timely basis. Mails correspondence to new hires, such as COBRA; ERISA/HIPPA Rights; Life Insurance and Long Term Disability forms and certificates, when eligible. Prepares new hire packets and puts together the necessary personnel files for all new hires.	15
3	Creates invitations, certificates and posters.	5
4	Provides assistance at the reception desk and mail room, as needed.	50
5	Assists as needs with general administrative tasks in FASEB	5
6	Order supplies. Other duties as assigned.	5

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.



4. Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	X	High school (with relevant college courses)	Required	Attention to Detail	C
		Prof/technical		Math	B
		College courses		Verbal/Written Communication Skills	B
		Bachelor's degree		Ability to Meet Deadlines	B
		Master's degree		Customer Service & Interpersonal Skills	B
	X	Other: 1 year of relevant experience		MS Office (Word, Excel, PowerPoint), Adobe InDesign Software	B
			ADP Enterprise eTime	A	
			Postal Regulations	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.		Contacting employees regarding their timesheets Granting delivery personnel access to the building upon confirmation of their recipient, notifying campus personnel of visitors once they have been checked in, routing phone calls to the correct campus personnel.
	Give two or three examples of decisions you refer to a higher authority.		Specific employee relations and benefit questions If there is a problem with a guest or delivery person, then higher authority is deferred to.
	Indicate any special policies, formal procedures, or precedents that guide your work.		FASEB Handbook Human Resources Manual U.S. Postal Regulations Photo Identification verification for all visitors and completing the visitor log book, verbal and visual confirmation that delivery personnel are in the correct place.

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	FASEB & Member Societies Employees	FASEB Departments and Member Societies	Obtains, provides and exchanges information.
	Visitors	Various	Obtains, provides and exchanges information



FASEB

Federation of American Societies
for Experimental Biology

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 lbs.• Requires computer work involving extensive use of keyboard, mouse, and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily.• Travel and other work related assignments on weekends are possible.