



**Position Title:** General Administrative Assistant (Floater)

**Job Description:** Campus Dean

**Classification:** Non-Exempt

**WC Code:** 8868

**Position Type:** Fifth Level Administrator

**Major Responsibilities:** The General Administrative Assistant maintain a complete knowledge of basic office procedures and oversees the use and operation of the copy and fax machines.

**Specific Duties and Responsibilities:**

1. Read, understand, and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Perform basic word processing or typing.
3. Perform electronic mail tasks.
4. Maintain appointment schedules and arrange meetings and conferences.
5. Assist with daily office operations as needed.
6. Call dropped students to encourage them to return to school.
7. Assist on the graduation and new students' orientation ceremonies.
8. Accountable for receiving and delivering the incoming faxes to the different departments within the University.
9. Responsible for making photocopies of exams and handouts for the members of the faculty.
10. Responsible for destroying all sensitive documents that have been outdated.
11. In charge of answering the telephone and taking messages for the President and Vice-Presidents.
12. Keep track of calls and documentation related to those calls.
13. Write letters, memos, documents and lists as requested.
14. In charge of all President's out mailing.
15. Cooperate in any special event prepared by the administration.
16. Assist with the Board of Governors documentation.
17. Assist with the Budget's documentation.
18. Assist on the Radiology Department filing documents, collecting documents from the students, and counting the students' hospital hours.
19. Support and participate in University's Commencement Ceremonies.
20. Participate in self-studies and committees conducted by the university.
21. Participate in the new students' orientation.
22. Performs any special project assigned by the President or supervisor.
23. Ensure they compliance with Title IX of Education Amendments Act of 1972. Ensure compliance with Title IX of Education Amendments Act of 1972. Follow all FNU Policies, Procedures, Rules, and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time ("FERPA"), Florida Information Protection Act of 2014, as amended from time to time ("FIPA"), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state, and local laws, rules, and regulations.

**Revised:** November 2022

24. Respond to communications (email/voicemail) daily. Performs other duties as assigned.
25. Performs other duties as assigned.

**Education and Experience**

- Associates Degree and previous office experience preferred.
- Competent computer skills including MS Office or equivalent

**Key Competencies**

- Numerical, literacy, organization, and planning skills
- Work management and prioritizing skills
- Verbal and written communication skills
- Problem solving ability, attention to detail
- Accuracy, flexibility, reliability, teamwork

**Job Type**

Full-time.

**Schedule:****Schedule:**

Monday to Friday from 8:00am until 5:00pm; once monthly: Friday from 10am to 7:00pm

**Working Conditions**

General office working conditions. Noise level is at normal office capacity.

**Physical Demands**

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses and needed and/or required.

**Safety Hazard of the Job**

Minimal Hazards.

**Benefits:**

- Health insurance (medical, dental, vision)
- Paid Time Off
- Tuition waiver
- Tuition reimbursement
- 401(k)
- 401(k) matching
- Life insurance

**Revised:** November 2022

**Note:** The use of computers and University resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_