



Administrative Support
University of Kansas Job Title Definitions

Job Family Definition: Performs and/or coordinates office and administrative duties ensuring smooth and efficient unit operations.

Official Job Title	Description	Minimum Qualifications
Office Assistant B-04 (\$24,470 - \$34,259) Job Code: 000338	Provides basic administrative support including greeting visitors, determining nature of visit and directing visitors to appropriate person, department or area. Works under supervision to accomplish basic office tasks. Office tasks may include data entry, calendaring, preparing materials for events and meetings and maintaining departmental office product inventory.	High School diploma or GED equivalency and six months work experience.
Administrative Assistant B-06 (\$29,609 - \$41,453) Job Code: 000324	Work involves general administrative support work with average difficulty and complexity in diverse office situations. Work may also involve the responsibility for providing assistance to a supervisor or manager involving organizing and implementing specific tasks. May provide administrative support to a manager or director. Duties may include bookkeeping, providing assistance with general office operations and assisting in unit programs. Positions at this level will follow already-established regulations, policies and procedures. Positions will utilize standard office tools and technology. May supervise or provide leadership to student employees.	High School diploma or GED equivalency and one year of office experience or one year of post-secondary education.
Storekeeper B-06 (\$29,609 - \$41,453) Job Code: KU1043 <i>Union Covered</i>	Work involves the management of stock inventory for storeroom. This may include the procurement of materials/supplies, the maintenance of a materials/supplies list electronically and the preparation and processing of orders. Work may also involve maintaining safety standards for materials/supplies. Duties may include data entry, providing customer service to individuals needing to procure materials/supplies and organizing items for future use. May supervise or provide leadership to student employees.	High School diploma or GED equivalency and one year of experience in purchasing or inventory of supplies.
Administrative Associate B-07 (\$31,905 - \$46,263) Job Code: 000378	Work involves specialized and/or diverse administrative support work. Work may also involve the responsibility of providing assistance to an administrator, such as a departmental chair or equivalent director. Duties may include accounting and bookkeeping, acting as a liaison and providing assistance with public relations assignments and graduate admissions, advising and record keeping. Positions at this level may use discretion to implement general office operations, interpret statutes, regulations, policies and procedures and make interpretations for others. Positions will utilize standard office tools and technology. May supervise or provide leadership to student employees and/or staff.	High School diploma or GED equivalency and two years of office experience or two years of post-secondary education.
Accounting Specialist B-07 (\$31,905 - \$46,263) Job Code: 000377	Responsible for completing financial transactions, including accounts payable/receivable, procurement card and transactional reconciliations, travel authorizations and reimbursements for the unit, endowment accounts, state appropriations and earned income, and grant funding using supervise or provide leadership to student employees and/or staff.	High School diploma or GED equivalency and three years of relevant experience or Bachelor's degree.

<p>Administrative Associate Senior B-08 (\$35,894 - \$52,046)</p> <p>Job Code: 000326</p>	<p>Work involves highly specialized and diverse administrative support work in a large or complex unit. Work may also involve the responsibility of providing assistance to an administrator, such as an Asst/Assoc VP or equivalent, involving planning, organizing and implementing a program or specialized function through the use of departmental staff and resources. Work may also involve providing higher level support for a specialized function within a department. Positions at this level often have the discretion to implement general office operations, interpret statutes, regulations, policies and procedures and make interpretations for others. Duties may include database record management and oversight and transactional determinations that may affect multiple departments and areas. Usually works with indirect supervision and often supervises and/or provides leadership to staff.</p>	<p>High school diploma or GED equivalency and four years of office experience or four years of post-secondary education.</p>
<p>Office Manager B-09 (\$40,380 - \$58,551)</p> <p>Job Code: 000384</p>	<p>Positions at this level are responsible for the overall or multiple office activities in a large or complex unit including the reception area, business operations, student services and facilities and may involve multiple campus locations. Responsibilities may also involve directing and coordinating office services and personnel in the development and supervision of departmental programs. Duties may include arranging internal office moves, providing for internal/external departmental sponsored meetings, symposiums and events, serving as the liaison for staff and students concerning departmental operations, regulations, policies and procedures. Positions at this level will usually work with indirect supervision and often supervise and/or provide leadership to staff.</p>	<p>Bachelor's degree and five years of office experience or High School diploma or GED equivalency and seven years of office experience.</p>
<p>Storeroom Supervisor B-09 (\$40,380 - \$58,551)</p> <p>Job Code: 000373</p>	<p>Work involves the management and oversight of the operation of a University storeroom. Duties may include the oversight of the purchasing of materials/supplies for University facilities and equipment in accordance with good procurement practices and procedures. Work may also include the shipping, receiving, and maintenance of materials/supplies and the supervision and monitoring of any organizational procedures and processes including inventory control system(s). Responsibilities may involve supervising and directing the work of assigned shop personnel including student employees and staff.</p>	<p>High School diploma or GED equivalency and three years of experience in a purchasing or inventory of supplies environment. Valid driver's license and CDL may be required.</p>
<p>Executive Assistant B-10 (\$45,428 - \$65,870)</p> <p>Job Code: 000320</p>	<p>Work involves providing administrative support for University executives such as Deans and Vice Provosts. Responsibilities may include oversight of calendar and schedule for executive, coordination of communication between executive and staff and acting as a liaison on behalf of executive by conveying their views and opinions to individuals inside and outside the organization. Positions at this level use discretion to prioritize requests made to executive including meeting requests, scheduled appointments and communications. Works independently to handle projects that impact the organization by collaborating with internal and external entities on behalf of the executive.</p>	<p>Bachelor's degree and seven years of office experience or High School diploma or GED equivalency and 10 years of office experience. *Or equivalencies as approved by HR.</p>
<p>Executive Associate B-11 (\$51,106 - \$74,104)</p> <p>Job Code: 000327</p>	<p>Work involves providing administrative support for University executives such as Deans and Vice Provosts of very large, complex schools or divisions. Responsibilities may include oversight of calendar and schedule for executive, coordination of communication between executive and staff and acting as a liaison on behalf of executive by conveying their views and opinions to individuals inside and outside the organization. Positions at this level use discretion to prioritize requests made to executive including meeting requests, scheduled appointments and communications. Works independently to handle projects that impact the organization by collaborating with internal and external entities on behalf of the executive.</p>	<p>Bachelor's degree and seven years of office experience including experience in an executive office or High School diploma or GED equivalency and 10 years of office experience, including experience in an executive office. *Or equivalencies as approved by HR.</p>