

COMMON ESSENTIAL JOB TASKS FOR ADMINISTRATORS

1. Take and place phone calls.
2. Input/interpret computer/CRT information.
3. Communicate effectively with university offices and personnel.
4. Communicate effectively with user and non-university personnel.
5. Work effectively with support groups and agencies.
6. Attend local and non-local seminars, conferences and educational sessions.
7. Review and approve forms.
8. Read and interpret computer printouts and reports.
9. Read and interpret published literature and manuals.
10. Supervise, train and coordinate assigned personnel activities.
11. Represent the administration at meetings of university academic committees.
12. Identify, research and resolve technical problems with assigned equipment campus-wide.
13. Conduct meetings and discussions.
14. Submit written materials as requested or deemed appropriate.
15. Handwrite or use keyboards.
16. Read written documents and computer screens.
17. Communicate orally with students, faculty, staff or others.
18. Operate a telephone, two-way radio or dictation equipment.
19. Make oral presentations to groups.
20. File and retrieve documents.
21. Perform visual inspections of buildings and/or grounds.
22. Drive a motor vehicle. (This may or may not be essential.)
23. Inspect job sites and/or work being performed.
24. Initiate action and make sound and logical decisions.
25. Organize, plan and control work of self and others.