

**PROVIDENCE COLLEGE
POSITION DESCRIPTION QUESTIONNAIRE "C"**

Employee Name: _____ Prepared Date: _____

Department: _____ Prepared By: _____

Reports To: _____ Approved By: _____

I. POSITION PROFILE:

This position provides administrative support to an office or work unit(s). Requires demonstrated progressive levels of responsibility in an office environment. Duties are broadly defined and are subject to functional policies and goals with general managerial direction. Frequently, may exercise independent judgement and make recommendations to supervisor in determination of actions to be taken within and outside of established guidelines.

II. PRIMARY DUTIES AND RESPONSIBILITIES:

**Indicate % of time
If applicable**

A. Primary Duties and Responsibilities:

- **Answers phones, greets and directs visitors to appropriate areas or persons;**
- **Sorts, opens, distributes and routes individual or departmental incoming mail, and prepares outgoing mail;**
- **Composes and produces correspondence and reports;**
- **Performs intermediate and advanced computer functions including managing databases, creating, analyzing, integrating and importing linked spreadsheets, creating mail, envelope and table merges, creating and editing captions, adding graphics, editing images, footnotes, endnotes, indices, tables of content, creating master documents and reports using information from several sources;**
- **Designs and produces reports, and researches data and information on the Internet;**

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A. PRIMARY DUTIES AND RESPONSIBILITIES (cont'd):	Indicate % of time if applicable
<ul style="list-style-type: none"> • May identify and make recommendations for additional or modified departmental systems. With approval, may design and implement new or modified systems; • Prepares and maintains records, files and databases some of which may be confidential. Monitors budgets and other financial activities that may require proficiency with math and bookkeeping through trial balance; • May serve as internal resource on departmental administrative questions; • Coordinates internal and external attendees’ calendars; reserves/schedules meeting rooms and makes arrangements for equipment, seating, and refreshments, when necessary; • May, with supervision, organize and coordinate special projects including presentations, educational programs and special events; • May be responsible for the accuracy, maintenance and reconciliation of financial accounts, processing of payments, transmittal reports, billing and data entry to accounts payable system. 	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>
<p>Total Section A</p>	<p style="text-align: center;">_____</p>

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B. ADDITIONAL PRIMARY DUTIES AND RESPONSIBILITIES:
Please indicate any other primary duties and responsibilities that are essential to this position.

	Indicate % of time
1. _____ _____ _____	_____
2. _____ _____ _____	_____
3. _____ _____ _____	_____
Total Section B	_____
Total Sections A & B	100%

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C. REQUIRED KNOWLEDGE AND SKILLS:

Please indicate type of knowledge of skill required and specific examples of how it is used on the job.

SKILL	EXAMPLE(S) OF APPLICATION
<input type="checkbox"/> Typing	
<input type="checkbox"/> Shorthand	
Software Applications:	
<input type="checkbox"/> Windows-based Operating System	
<input type="checkbox"/> Word Processing	
<input type="checkbox"/> Spreadsheets	
<input type="checkbox"/> Databases	
<input type="checkbox"/> Graphics	
<input type="checkbox"/> Desktop Publishing	
<input type="checkbox"/> Email	
<input type="checkbox"/> The Internet	
<input type="checkbox"/> HTML	
<input type="checkbox"/> Other	

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D. INTERACTIONS AND CONTACTS:

Please indicate type of contact/interaction encountered in the routine performance of the position.

CONTACTS	Little or no contact	Exchange routine information	Discuss semi-complex information	Example
Administrative Staff				
Faculty				
Parents				
Support Staff				
Students				
Vendors				
Others				

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E. ADDITIONAL INFORMATION:

1. Please indicate the title(s) of other personnel directly supported by this position.

2. Indicate any quantitative scope data that will help us understand the volume and types of activity associated with the job. (Scope data specifically pertains to positions that may require high volume or cyclical activities).

3. PHYSICAL REQUIREMENTS:

For the purposes of compliance with the American’s with Disabilities Act, indicate the types of physical effort required to perform the essential functions of this job outside of the normal work environment.