

## SENIOR ADMINISTRATIVE ASSISTANT

Florida A&M University  
School of Architecture Engineering Technology

### Job Description

#### OVERVIEW

This position will be responsible for managing the administrative operations of the School of Architecture & Engineering Technology (SAET) including human resources, fiscal affairs, event/meeting planning. This person serves as a liaison between the SAET and other departments across the Florida A&M University (FAMU) campus. This position will provide high-level administrative support to ensure the proper operation and function of the SAET. This work includes the efficient management of the offices day-to-day administrative and clerical activities which include but not limited to responding to a wide range of requests by administrators, faculty, and external constituents.

#### DUTIES

##### 1. Dean, Associate Dean, Directors administrative support:

- a. Generate budget reports.
- b. Create and prepare correspondence.
- c. Schedule meetings.
- d. Provide assistance with project planning and research.
- e. Prepare travel arrangements.
- f. Coordinate with other support staff in organizing special events through the academic year.

##### 2. SAET Budget and Purchases:

- a. Fiduciary Responsibilities
  - i. SAET chief budget officer.
  - ii. Keep an updated file of budget categories and funds.
  - iii. Process budget transfers.
  - iv. Maintain a database of SAET allocations and disbursements by budget category.
  - v. Ensure all faculty contracts are completed and submitted on time to the Provost's Office.
- b. Existing Faculty & Staff
  - i. Process SAET Faculty leave.
  - ii. Process SAET Faculty travel.
  - iii. With the Directors, support the execution of faculty contracts.
  - iv. Work with Directors in completing the Assignment of Responsibility forms for all faculty.
  - v. Maintain faculty contact information.
  - vi. Work with SAET Promotion and Tenure Committee to release files as needed.
- c. New Faculty & Staff
  - i. SAET liaison to HR including search and screen procedures.
  - ii. Prepare hiring paperwork for new faculty and staff.
  - iii. Manage and track new faculty startup funds.
  - iv. Onboarding for all new SAET employees.
- d. Student Support
  - i. Ensure all student contracts are completed and submitted on time to the Provost's Office.
  - ii. Process timecards and payroll of Graduate Teaching Assistants.
  - iii. Supervise students working in clerical or academic support roles.
  - iv. Manage and track funds from Sponsored Research grants.

- v. Manage and track funds from Title III grants.
- e. Operational Purchases
    - i. SAET representative for communication with outside vendors.
    - ii. E-procurement expenses.
    - iii. Prepare department requisitions.
    - iv. Disbursements and purchase orders.
    - v. With the Director of Information Technology, complete requisitions, vendor selections for all technology hardware and software purchases.
- 3. Title III:**
- a. Record keeper of Title II grants and department liaison with the Office of Title III.
  - b. Manage the Title III T Track account.
  - c. Prepares, processes, tracks, and records purchasing activities of Title III grants.
- 4. Education & General (E&G):**
- a. Record keeper of E&G Funds and department liaison with the appropriate University or State of Florida offices.
  - b. Manage the E&G account.
  - c. Prepares, processes, tracks, and records purchasing activities of E&G.
- 5. Contracts & Grants (C&G):**
- a. Record keeper of C&G Funds and department liaison with the appropriate University or State of Florida offices.
  - b. Manage the C&G accounting system.
  - c. Prepares, processes, tracks, and records purchasing activities of C&G.
- 6. Administrative Support:**
- a. Provide support to the SAET Director of Research (clerical, research funding sources, application, funding requirements, writing) and submit report to Dean.
  - b. Initiate Purchase Orders for faculty, student, or staff supplies using appropriate vendors and accounting practices.
  - c. Maintain inventory and records of all supplies.
  - d. Provide fiscal support, for example, completing requisitions, OPS contracts, Grants management.
- 7. Provide SAET and University Service:**
- a. SAET Tenure and Promotion Committee.
  - b. Ex-officio member of the SAET Graduate Council.
  - c. SAET Support Staff.