

## ADMINISTRATIVE ASSISTANT II

Supervisor: Varies

Status: Non-Exempt

Pay Grade: 3

Date: 11/01

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### MAIN FUNCTION

The Administrative Assistant II provides a wide variety of complex administrative and clerical support to multiple researchers or senior administrators of BTI.

### ESSENTIAL FUNCTIONS

1. Performs highly complex word-processing of correspondence, manuscripts, reports, technical or government documents, research proposals, grant applications, etc. Requires a thorough knowledge of a variety of methods, procedures, complex software and software manipulations, i.e., use of Endnote, Pagemaker, FileMaker, etc. Typically works on multiple platforms (MAC or PC). Must be versed in technical terminology.
2. Is knowledgeable of appropriate and most current forms and/or application materials required by funding agencies, governmental agencies or others to whom we provide reports. Takes lead responsibility in compiling and assembling sections contributed by multiple parties for grants and other reports. Duplicates and mails grants, reports, etc. as required. Submits reports and grants electronically as required.
3. For researchers: develops and maintains appropriate computer-based systems for tracking (a) reprints and publications, (b) curriculum vitae, (c) grant applications, and (d) current contracts and grants. For administrative staff: develops and maintains reports in various formats; performs statistical analysis, database queries, general recordkeeping, etc.
4. Conducts literature searches using computer-based systems accessed either through the BTI or the Cornell library systems.
5. Coordinates travel arrangements for staff, oversees hospitality arrangements for working luncheons and seminars, and assist in making local arrangements for visitors.
6. Maintains complex calendars; screens calls; makes appointments. Relieves supervisor by handling inquiries and requests independently; gathering and providing information.
7. Reviews mail for content, initiates and composes difficult correspondence requiring subject matter knowledge and discretion. May, when authorized, sign on behalf of supervisor.
8. Assists with budget formation; prepares and maintains budgets for others; purchases office equipment. Researches and resolves problems with billing, ordering, etc.

9. Participates in, and may lead broader BTI activities and projects. Recommends and initiates activities and projects.
10. Handles general recordkeeping and filing such as accounting tasks, budget maintenance, set up and maintenance of files and filing system.
11. Serves as backup for other individuals in their absence.

### **JOB REQUIREMENTS AND DIFFICULTY OF WORK**

- , Requires minimum education of associates degree and 2 years experience in an office environment, or equivalent combination of education and experience.
- , Ability to use a variety of simple and complex business or technical programs (word processing, spreadsheets, databases).
- , Strong grammar, proofreading and editing skills.
- , Ability to work independently and for multiple individuals. Must be able to prioritize work and exercise independent judgement.
- , Ability to establish and maintain effective working relationships.
- , Ability to maintain confidentiality.
- , The Administrative Assistant II works under very general supervision of their supervisor, and resolves most questions and accomplishes most tasks independently. Individuals in this position are responsible for making decisions which require independent judgement. Decisions are usually within limits already prescribed. The AAI works with confidential information such as budgets, salaries, and confidential correspondence. The AAI may serve as a team leader who assigns work and determines priorities or supervises others. May have full responsibility for hiring temps or students and for supervising them. The AAI supports broader BTI activities and provides support that impacts others outside their work area.
- , The Administrative Assistant II will routinely be in contact with administrators, scientists, co-workers, other Institute staff, members of the Cornell community, and occasionally with vendors, sponsors, visitors, and members of the community.
- , Normal working conditions which require normal to close concentration, visual attention and manual dexterity. No or limited exposure to hazardous conditions/materials/ equipment. Safety gear is rarely required. Lifting requirement: less than 10 lbs. Specific physical and/or mental requirements will be provided on a job announcement each time an opening occurs within this job description.