



UNOLS Job Description Ver:21 Sept 2017

Title: UNOLS Administrative Assistant

Reports to: UNOLS Executive Secretary and UNOLS Deputy Executive Secretary

Basic Function:

The Administrative Assistant provides a wide ranging set of administrative assistance to the University-National Oceanographic Laboratory System (UNOLS) office. The Administrative Assistant will report directly to the Executive Secretary of UNOLS and The UNOLS Deputy Executive Secretary and work under the supervision of the Deputy Executive Secretary and in cooperation with the entire UNOLS staff. The Administrative Assistant will be responsible for the clerical and bookkeeping duties of the office and serve as the receptionist during normal working hours. With discretion and guidance, the Administrative Assistant will respond to requests for assistance from the Executive Secretary, Deputy Executive Secretary, Federal Funding Agency representatives, UNOLS Council, UNOLS Committee members, as well as members of the ocean science community requiring the services of the UNOLS Office. This position requires the ability to work independently with minimal supervision.

Essential Job Functions:

- Maintains all files and records located in the office and in storage ensuring that correspondence, reports, minutes of meetings, financial records, and other documents are properly accounted for, logged, filed, and archived in an orderly system that allows ready access when needed. Ensures electronic files and records are backed up on permanent storage media and/or printed as hard copy and filed.
- Provide meeting support:
 - Provide lead on the setting up and arranging of travel and logistical arrangements for meetings, workshops, and conferences throughout the

- year. Interface with the University's Travel Agent. This includes arrangements for hotel accommodations and catering.
- Manage meeting registrations, fee collection, and correspondences with attendees.
 - Prepare meeting attendance lists and name badges
 - Process travel claims for UNOLS supported participants.
- Assists with the writing and distribution of meeting notices, travel advisories, agendas, reports, and other documents.
 - Maintains a master calendar for the UNOLS office with a record of planned activities and meetings, travel schedules, vacation schedules, key deadlines, and other pertinent information. The calendar will be available to all UNOLS office staff to ensure proper coordination of activities.
 - Complete and process all financial, payroll, and personal documents for the Executive Secretary or Deputy Executive Secretary and transmission to the appropriate university office which hosts the UNOLS Office. This will include purchase orders, procurement card statements, travel claims, time sheets, etc. Coordinates activities with the personnel at various departments at the host university to ensure proper accounting and processing of financial documents processed by the UNOLS office. Provide financial reports from a cost accounting database to the Executive and Deputy Executive Secretaries as required to assist in preparation of reports and proposals to the funding agencies.
 - May be required to travel on occasion to meetings and conferences with other UNOLS staff to provide with meeting logistic support, minutes, and other clerical duties. This will be domestic travel with a duration of less than five days and normally not more than one trip per year. Local travel to vendors and post office will be required.
 - Maintains an up-to-date database of UNOLS contacts including members of the Council, Committees, and community of ship users and operators. Provide lead support for maintaining the UNOLS email list servs.

Skills- Abilities- Knowledge

- Strong background in providing organization to an office which will include filing, archiving, record-keeping and tracking of all office activities
- Proficient in personal computers, scanners, fax machines, telephones systems etc.
- Proficient in Microsoft Office.
- Proficient in PeopleSoft Financials module with the ability to generate reports and reconcile accounting.
- Thorough knowledge of URI procedures and policies.

- Skilled in word processing, spreadsheet programs, databases, e-mail and web browser programs.
- Ability to type at least 40 WPM
- Ability to correct spelling and grammatical errors, properly format letters, reports, and other correspondence
- Experience and knowledge in proper telephone etiquette
- Familiarity with bookkeeping procedures and understanding of math to allow learning of proper bookkeeping techniques.
- Ability to complete forms as required
- Ability to work in a cooperative and positive manner with other office staff, and members of the ocean science community which will rely on the UNOLS office.
- Preferred working experience in Adobe Acrobat, Web-design software (Dreamweaver), FTP, Quickbooks or Quicken, Filemaker, and Skype.
- Preferred experience with creation and formatting of newsletters and reports

Education and/or Experience

Requires at least 3-5 years of general office experience or equivalent education in administrative support, general clerical, and office management procedures.