



USF Job Class Description

JOB CODE: 2204
JOB TITLE: Administrative Specialist
PAY PLAN: 23
CAREER BAND: C
FLSA: Non-Exempt
CBU : 31
Effective 03/23/2007
Revised 7/25/2022

Job Title: Administrative Specialist

Job Summary

An Administrative Specialist performs higher level office support duties and provides specialized program support for an administrative department, college, or program. Administrative Specialists perform a wide range of administrative and personal assistant duties including conducting research, preparing statistical reports and spreadsheets, preparing correspondence, reports and presentations, handling information requests, planning conferences and meetings, providing purchasing and payroll support, fulfilling employment administration requirements, making travel arrangements, and maintaining calendars and schedules.

Nature of Work

This position typically reports to a Director, Associate Dean, or Program Director, but may also report to an Assistant or Associate Director or Assistant Program Director if the position requirements are consistent with this class. The Administrative Specialist must perform a wide variety of administrative support duties ranging from general clerical support to complex administrative coordination. Within the USF Office Support series, this is a third level position requiring a higher level of skills and experience than Administrative Clerks and Staff Assistants. This position may assign work to or supervise first and second level office support positions, students and temporary (OPS) employees. To fulfill the job requirements, employees assigned to this class title must be able to do research and extract data from appropriate relational databases such as OASIS, FAST, and GEMS. Administrative Specialists support high-level USF administrators, and must be able to apply judgment with respect to communications and confidentiality. This position requires intermediate or advanced level proficiency in the use of standard desktop applications, including the ability to produce documents and presentations of all kinds using word processing, spreadsheet and presentation software tools.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Respond to and initiate inquiries (questions regarding purchasing, personnel, facilities, administration, specialized programs, etc.) Explain policies, answer questions, and independently resolve problems whenever feasible.
- Prepare presentation materials for use by others, editing content and adding appropriate graphic and design elements. These responsibilities may include creating basic web content.
- Compose and/or prepare correspondence, memoranda, promotional materials, forms, newsletters, manuals, and reports using appropriate word processing and spreadsheet tools. Perform basic statistical calculations on data for reports and presentations.
- Plan, prioritize and schedule meetings and appointments for Directors and other management. Make decisions on a daily basis regarding calendars.
- Assist with grant proposals and serve as a resource for information related to the administration of grants and contracts.
- Perform specialized administrative duties required to support the specific program area, using discretion to make judgments based on operating guidelines. Support purchasing requirements for department, researching items and obtaining price quotes, entering information into university systems, receiving purchase orders, and maintaining P-Card information as required.
- Support human resource and payroll processes as a primary contact or backup for payroll preparation or certification, leave tracking, appointment papers, and other requirements.
- Arrange and coordinate travel and travel reimbursement for staff.
- Compile and maintain information that may require web or library researching, gathering, compiling, and updating data and records.
- Perform other administrative duties as required to support the mission and function of the unit.

Minimum Qualification Requirements

This position requires a high school diploma or equivalent, with at least four years of experience in an office or administrative support position. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.