

Hampshire College

If the job has supervisory responsibilities, include at least one statement that describes the nature and extent of supervision provided (this should include information such as mentoring, providing feedback, conducting performance reviews, etc.).

	Duty and Responsibility Statements – Like duties or responsibilities should be grouped together.
	<p>Office Management:</p> <ul style="list-style-type: none"> * Maintain office calendar and schedule meetings. * Supervise student office assistant as well as students who work on short-term projects. * Oversee purchase and maintenance of office supplies. * Handle equipment and building maintenance issues. * Coordinate expense and travel reimbursements. * Sort and distribute mail. * Greet visitors and answer phones.
	<p>Budget Management:</p> <ul style="list-style-type: none"> * Under the supervision of the Assistant Director, manage the five budgets associated with the department. * Assist with budget development. * Keep department apprised of budget status, address any problems or errors. * Track expenditures on an ongoing basis, maintain Excel database and detailed summaries of annual expenditures. * Assist in preparation of quarterly budget reports. Ensure that the reports are submitted in a timely fashion.
	<p>Project Management:</p> <ul style="list-style-type: none"> * Work as part of the department team. * Maintain the content and updates to the "neighbors" page and other departmental web pages. * Update the School Resource Information. * Take a lead role in planning the annual retreat. * Work on general correspondence for both internal and external communication and distribution (e.g., letters to accompany donations, letters to neighbors and community organizations, memos to other Tufts departments). * Provide logistical support for annual projects such as X, Y and Z.
	<p>Community Facility Usage:</p> <p>The Administrative Assistant will assist the Assistant Director in responding to requests from community organizations and municipal offices that wish to use space on campus. Assisting in managing these requests involves:</p> <ul style="list-style-type: none"> * Submitting work requests for auxiliary services such as Facilities, IT/AV, Sodexo, Campus Police, etc. * Submitting invoices to the community organizations for reimbursement of costs

	<p>for auxiliary services and following up to ensure timely payment.</p> <ul style="list-style-type: none">* Maintaining files and database of community facility usage on campus for use in planning similar future events and for inclusion in community reports, etc.
	<p>Recordkeeping - Manage communication/information flow:</p> <ul style="list-style-type: none">* Collect and track various information about the work of the department, such as off-campus incidents, community partnerships, etc.* Oversee the development and maintenance of databases that will allow this information to be accessed and used with optimal efficiency.* Oversee the maintenance of office filing systems.* Assist in production and distribution of brochures, reports, fliers, etc.* Supervise maintenance of contact database for government officials, community organizations, neighbors, etc.* Manage outreach to neighbors, schools, and other community entities to make them aware of events, programs, and other resources on campus.
	<p>Other duties as assigned.</p>

