UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES

Administrative Assistant I

The person in this position is responsible for budget and personnel matters for SLIS and other administrative matters such as class scheduling, director’s correspondence, travel arrangements for faculty, and similar duties. The job requires constant assessment and adjustment of priorities among items generated by the university, SLIS, the director, and the faculty. It involves coordination with other departments and OU-Tulsa as well as other outside entities. Discretion is required in handling a wide variety of administrative details under general supervision.

Specific Duties:
• Maintains budget records, including reconciliation of SLIS accounts.
• Orders equipment.
• Completes paperwork for purchasing through payment procedures.
• Pays bills and resolves issues with billing errors.
• Assists the director in preparation of new budgets.
• Maintains personnel files.
• Completes appropriate reports and forms for personnel selection procedures for faculty, staff, and student hires.
• Processes personnel appointments, including trouble shooting.
• Handles confidential information, including salary information, collects and assists with processing data for faculty evaluations, tenure, and promotions.
• Processes Personal Action Forms (PAF’s) in PeopleSoft and reports for payroll.
• Checks and approves monthly and hourly payrolls in PeopleSoft.
• Under supervision of the director, gather data, calculate statistics, prepares drafts of special reports and memos as needed.
• Maintains personnel and financial statistics for SLIS.
• Maintains SLIS files, including weeding and inventory within the SLIS space and in storage area and the maintenance of files on the SLIS server.
• Makes travel arrangements for director and faculty
• Processes travel expense reports and reimbursement requests.
• Submits paperwork on changes in courses.
• Supervises office work-study student(s).
• Assists the coordinator with all other student employees.
• Checks and approves work, provides training, maintains employee records, handles complaints and grievances.
• Maintains files and records and processes paperwork related to outside funding, including appointments, payroll, material ordering, travel, and reimbursements.
• Provides support to alumni association as needed, including maintaining membership records, bill processing, facilitation of newsletter publication, and mailings.
• Maintains database for scholarship committee.
• Responsible for checks and paperwork associated with scholarships.
• Maintains foundation records and provides quarterly reports to the director.
• Conducts correspondence for OU Foundation matters.
• Maintains inventory of equipment for the department.
• Orders textbooks for classes.
• Answers SLIS phone as a back-up.
• Coordinates course schedules, especially communications with the university.