

Department of Crop and Soil Sciences
Administrative Assistant II - Administrative

This position is administrative with an emphasis on IT and desktop publishing. The successful candidate should be able to work with minimal supervision. General duties include:

1. Maintaining and updating the departmental webpage, departmental directories, and picture board; compiling the departmental newsletter; assists in preparing departmental promotional materials.
2. Allocates graduate student space; handles departmental keys.
3. Maintain conference room and leave calendars; check out departmental laptops and proximas; handles service for departmental fax machine and copiers
3. Processes U.S. mail, UPS, Fedex, etc.
4. Schedules and oversees maintenance of departmental vehicles.
5. Handles scheduling for department head; makes travel arrangements for department head and Athens REI; Schedules GSAMS.
6. Orders office supplies.
7. Copies tests, create spreadsheets or other documents, mailouts, scanning slides or documents for classes and meetings as requested by faculty
8. Process manuscripts/Hatch projects
9. Work with Administrative Specialist to maintain a smooth, productive workflow in the administrative offices.
10. Other miscellaneous as requested.