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# Example of Administrative Support Associate Job Description

Our company is growing rapidly and is looking for an administrative support associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative support associate

* Maintain up-to-date tasks lists from Bridge Calls and discuss with the IMT to ensure DART needs are met
* Provide assistance with policies and procedures which affect the IMT/DART mechanism
* Meeting and interview coordination (printing, consolidating documents, booking meeting rooms, tracking action items)
* May assist in the preparation and control of records, statistics, and reports regarding operations, personnel changes
* Utilizes, reconciles, and manipulates data for management reports from different internal and external sources
* Enters and manages student data in PowerSchool, including enrollments, withdrawals, student/teacher/room schedules, transcripts, test scores, immunizations, demographics, Monitors the entry of attendance and grades by teachers into the system
* Employs the system to generate reports to satisfy the requirements of UNC General Administration, school administrators, local and state government, law enforcement and health agencies, the North Carolina Department of Public Instruction
* Schedules and coordinates appointments, meetings, and events
* Composes letters, memos, and reports as assigned by the principal
* Handles support activities and manages a wide variety of records, reports, and files

## Qualifications for administrative support associate

* Coordinate messages, appointments and information to callers
* Ability to operate general office equipment (copier, fax)
* Highly detail oriented and strong organization/administration skills
* Strong personal relationship with and be a consistent witness for Jesus Christ
* Ability to deal effectively with students, faculty, in person and over the phone
* Knowledge of ICD-10 and CPT codes- Knowledge of research and intelligence analysis techniques- Excellent research and analytical skills