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# Example of Administrative Support Associate Job Description

Our company is growing rapidly and is looking to fill the role of administrative support associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative support associate

* Maintain spreadsheets of EPA/SPA personnel, Graduate assistantships
* Responsible for New Hire orientation list
* Educate managers and staff on hiring and on boarding process
* Serves as staffing team liaison to external applicants for inquires related to the application process
* Administrative support on joint Onboarding projects
* Working the School of Education’s (SOE) Budget Officer and Business Service Coordinator to manage the ERM budget
* Initiating and completing departmental personnel action forms (PD-7, EPAF)
* Responsible for maintaining Payment Card Industry Data Security Standards
* Assists with gift card activation and administration
* Responsible for confidential customer information

## Qualifications for administrative support associate

* Strong ability to establish and maintain professional and effective working relationships with an extensive group of university employees, university officials, business contacts and the general public
* Knowledge of PeopleSoft Financials and Wolf Reporting Systems or similar programs
* Ability to manage time efficiently and work independently
* Bilingual fluency in reading, writing and speaking business Spanish and English
* Experience reading grant request for proposals
* Prior experience working with a graduate school