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# Example of Administrative Support Specialist Job Description

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

## Responsibilities for administrative support specialist

* Provide administrative support for Business Managers in Wells Center for HR processes
* Coordinate the preparation of manuscripts, grant proposals, post awards and other academic materials
* Assist with special programs in the Wells Center such as Onboarding Wells Interns and Wells T35 students
* Helping maintain all Graduate student records, collecting and organizing all departmental graduate program application, entering all departmental graduate application information into the Gradwatch system, preparing graduate application information package for review of the ISE graduate program committee
* Entering ISE graduate students’ hire, rehire, and separation action in NextGen system
* Accessing databases (SIS) as needed for student information in order to check graduate students’ GSSP status and academic standings for ISE faculty
* Position will also be responsible for handling financial transactions for the Additive Manufacturing Lab (CAMAL) and ISE Department
* This position will also assist processing CAMAL service center invoices in PeopleSoft Financials, sending invoices to the clients, and following up with Accounts Receivable dept
* Acts as a project leader on special projects
* Working in close partnership with the CCSC chair to execute and oversee the responsibilities of the CCSC, subcommittees, and ad hoc committees

## Qualifications for administrative support specialist

* Familiarization with general accounting principles, fiscal budget control procedures and computerized accounting
* Minimum eleven (5) years of experience in office administration
* Creation of documents, presentations, and other projects for management
* Real-time tracking of progress on current initiatives in support of Local Project Management
* 3-5 years of experience in proven administrative career development
* Closely collaborate with each committee chair, providing project management support to document all committee action items and timelines, maintain and monitor committee progress reports, field committee inquiries to accomplish action items, and support committee reports on progress and accomplishments each month