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# Example of Temporary Administrative Associate Job Description

Our growing company is searching for experienced candidates for the position of temporary administrative associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for temporary administrative associate

* Skill in note-taking
* Purchase class materials
* Check and submit invoices, expenses and other types of orders
* Initiate work requests, monitor completion
* Collects data from various sources and analyzes for accuracy, completeness and relevance
* Initiates paperwork or electronic documents for faculty and staff appointments
* Supervises clerical staff members
* Answer phones, and serve as a resource on unit procedures and general inquiries
* Perform duties associated with scheduling, organizing, and coordinating field trips and events, including recommending vendors for services, overseeing the production and distribution of materials, coordinating logistics, and serving as liaison with internal and external vendors
* Perform office duties including, but not limited to, handling of incoming and outgoing mail, making copies, and monitoring and ordering of office supplies

## Qualifications for temporary administrative associate

* Minimum 3 years of administrative support work or similar related background
* This is a full-time, non-benefits eligible, temporary position with an expected end date of 12/15/2017
* Familiarity with Stanford specific programs preferred (Oracle Financials, Reportmart 1 & 3, OBIEE and eAM)
* Coordinate daily office support activities and administrative interactions
* Research and analyze administrative requirements for specific programs or projects
* Maintain a variety of fiscal, administrative, and academic records