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# Example of Temporary Administrative Associate Job Description

Our company is looking for a temporary administrative associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for temporary administrative associate

* Coordinate the maintenance of files, records, office supplies, or equipment
* Hire, train and supervise student workers and support staff as needed
* Serve as backup to Departmental Chair’s Executive Assistant – providing full administrative and calendaring support in the Executive Assistant’s absence
* Weekly Medical Grand Rounds scheduling and coordination, including developing, compiling and writing communications, promotional literature, flyers and outlines, coordinating process from development through printing and distribution
* Serve as liaison and central point-of-contact to faculty, staff and outside agencies in facilitating program objectives
* Maintain conference room scheduling and update room wizard
* Triage general questions, answer and screen main phone line, receive/sort mail and faxes
* Oversee Monthly Research Seminar Series to include same steps as grand rounds
* Prepare itineraries for recruits and guest speakers
* Additional duties to be assigned as it relates to the position

## Qualifications for temporary administrative associate

* Skill in the use of computers and software
* Skill in writing various types of communication
* Proficiency in Smartsheets, Google Suite, and Box preferred
* Familiarity with Stanford’s travel process and guidelines preferred
* Perform office duties including, but not limited to, handling of incoming and outgoing mail, entering data into basic tables, reports, or spreadsheets, making copies, create and maintain files and filing systems, monitoring and ordering of office supplies
* Perform duties associated with scheduling, organizing, and coordinating meetings on and off campus, overseeing the production and distribution of materials, coordinating logistics, and serving as liaison with internal and external vendors