



Example of Administrative Associate Job Description

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Our growing company is searching for experienced candidates for the position of administrative associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for administrative associate

- Work with faculty and Project Director, visitors, out of town travelers in managing PI's calendar, resolving conflicts and communicating schedule with appropriate staff and students
- Create ARPAe complex quarterly financial reports using agency and university templates and submitting them to online portal (these will include cost share calculations, personnel and equipment)
- Initiate financial reports both to funder and end of month reports to be approved by faculty supervisor
- Support Faculty by responding to inquiries, and determine and take appropriate action as required
- Preparation and coordination of non-tenure line academic appointments including database management and payroll tickler maintenance in coordination with other staff
- Communications direction and content maintenance coordination for departmental website and program subsites
- Special projects pertaining to data gathering, data entry, and/or data management as directed by department manager and assistant manager, esp
- Originate financial transactions for departmental events or for department chair and managers
- Coordination of the Pediatric Surgery Fellowship Program
- Assist with the processing of international visas for Stanford Seed staff, volunteer coaches, student interns, faculty, and researchers traveling to

Qualifications for administrative associate

- 3-5 years previous experience supporting senior level executives
- Understand and apply bank/branch operating policies and procedures
- Resolving issues and effecting client transactions expeditiously and accurately, escalating issues to
- Knowledge of University policies, procedures and systems
- Manage paperwork and compliance for Stanford Seed's visiting scholars
- Assist with the administration and verification of Seed travel and purchase cards and associated transactions