



Example of Assistant Administrator Job Description

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Our company is looking to fill the role of assistant administrator. 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 assistant administrator

- To maintain an understanding and appreciation of any current work priorities and on going projects
- To support a safe working environment and ensure that safety guidelines are followed
- To assist in the support of and the day to day running of the monitoring suite of software and associated systems
- To ensure all computer based company information is backed up in accordance with our contractual obligations
- To report any unlicensed software to the Head of IT
- To ensure any changes to the systems are documented and/or that the Head of IT is made aware that updates to the documentation are required
- To assist in the continued operation of EMS systems through the use of daily checks, procedures and administration
- Track contracts, amendments and contract issues relating to student field experiences
- Review field experience contracts, affiliation agreements and associated documents for consistency with University requirements
- Assist in negotiating various contract terms with existing and potential affiliates

Qualifications for assistant administrator

- End User Support, including User creation
- Daily Checks
- Assist in the review and preparation of correspondence and communications relating to field experience contracts, affiliation agreements and associated documents
- Assist University legal staff and Central Office of Field Experience contract administrators and field site representatives to incorporate changes or address questions relating to field experience contracts, affiliation agreements or associated documents