

JOB DESCRIPTION:	Administrative Assistant		
DEPARTMENT:	WNMU Departments		
REPORT TO:	Department /Unit Supervisor		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Non-Exempt
CUPA HR	#530000	DATE APPROVED:	14-SEP-2026
CLASSIFICATION:		DATE MODIFIED:	14-SEP-2026

SUMMARY: Provides administrative, clerical, and operational support to an assigned University department or unit. Coordinates routine office activities, maintains records and information, assists employees, students, and visitors, and supports departmental programs, projects, and activities.

DEPARTMENT-SPECIFIC ASSIGNMENTS: Specific assignments and responsibilities may vary based on the operational needs and functions of the department or unit to which the position is assigned, provided the work remains consistent with the overall scope and level of the position. Specific work assignments, processes, and procedures are established and managed by the assigned department or unit.

DUTIES:

1. Provides administrative and clerical support to the assigned department or unit, including correspondence, telephone and email communications, document preparation, filing, copying, and other general office functions.
2. Serves as a point of contact for the department or unit. Responds to routine inquiries, provides information regarding departmental and University processes and procedures, and refers complex matters to appropriate personnel.
3. Maintains departmental records, files, and electronic information. Organizes, updates, and retrieves documentation for reporting, audits, and other departmental needs.
4. Performs data entry and assists with compiling, preparing, and maintaining reports, spreadsheets, statistics, and other departmental information.
5. Coordinates meetings, appointments, calendars, and departmental activities as assigned, including scheduling facilities, preparing materials, and assisting with meeting logistics.
6. Assists with the preparation and processing of routine departmental forms, purchasing documentation, travel, expenditures, and other administrative transactions in accordance with University procedures.
7. Prepares and assists with departmental correspondence, communications, presentations, reports, and other printed or electronic materials.
8. Provides administrative and logistical support for departmental programs, projects, meetings, events, and activities.
9. Maintains confidential and sensitive departmental, employee, student, and University information in accordance with applicable requirements and University procedures.
10. Works collaboratively with employees, students, visitors, and other University departments to obtain information, respond to inquiries, and support departmental operations.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Experience:**

REQUIRED: High school diploma or GED and three (3) years of job-related administrative, clerical, office, or operational support experience.

PREFERRED: Associate degree. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Working knowledge of general office practices and procedures. Proficiency with Microsoft Office applications, including Word, Excel, and Outlook. Ability to organize and prioritize multiple assignments, maintain accurate records, prepare correspondence and routine reports, and work effectively with a variety of information and technology. Ability to communicate courteously and professionally and establish effective working relationships with employees, students, visitors, and other University departments. Ability to exercise appropriate judgment, maintain confidentiality, and work effectively in an environment with changing priorities and frequent interruptions.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment. May travel within the community as needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)