

LINDA TONEY
H.S. Jefferson High School
ADMINISTRATIVE ASSOCIATE I AND
UNDERGRADUATE COORDINATOR ASSISTANT
Years of Service: 16 years (1/1/93)

Special Qualifications: Recipient of Nettie Nickols Outstanding Staff Award, 2001, 2007

Summary Job Description: Assist professors, Office Manager and staff in typing reports, correspondence, exams and class handouts. Answers phone, greets public. Coordinate department's internship program with undergraduate coordinator.

1. Task/responsibility: Types reports, correspondence, exams and class handouts using work processing equipment and software. Reviews for accuracy and format.

Work Standard: Proficiency in WordPerfect to produce typewritten material that is neat, accurate, properly formatted and completed in a timely manner.

2.Task/responsibility: Answers telephone and greets public, responds to questions and requests, takes messages, obtains necessary information, forwards caller or information to appropriate individuals via telephone, fax or E-mail.

Work Standard: Gives accurate information. Interacts with callers and visitors in a helpful, courteous manner.

3. Task/responsibility: Coordinates departmental internship program with undergraduate coordinator by monitoring application process and having knowledge of program to answer questions by students, faculty and field supervisors. Maintains files on student interns to be assured that deadlines and EEO requirements are met. Keeps accurate records on current and completed internships in the department in order to revise the Departmental Internship Booklet annually.

Work standard: Helps in decision-making matters with undergraduate coordinator and department head on department policies regarding internships including registration procedures, evaluation and grading procedures:

4. Task/responsibility: Prepares outgoing correspondence, manuscript, etc., for campus and U.S. mail. Receives incoming mail and distributes it to appropriate individuals.

Work Standard: Prepares mail twice daily for pickup by the Campus Mail Services. Sorts and places in appropriate incoming mailboxes from Dean's Office to Department mail boxes in a timely manner.

5. Task/responsibility: Prepares textbook orders. Prepares payroll for work study staff. Assumes job responsibilities of the Office Manager in the event of an absence for an extended period of time. Works with the Department Head to be sure office needs are met

in a timely fashion, such as check requests, hourly and salaried payroll. Supervises clerical staff and maintains day to day office procedures until the return of the Office Manager. Maintains adequate inventory of office supplies.

Work Standard: Documents must be prepared neatly, accurately and within appropriate UGA deadlines or reasonable time frame. Communicates effectively with accountant.

6. Task/responsibility: Supervises and assists 1 to 2 workstudy students with copying, collating, stapling, binding, filing and other tasks as needed.

Work Standard: Assures that produced work and material is neat, accurate, properly collated, stapled and completed within deadlines and/or reasonable time frame.

7. Task/responsibility: Uses graphics for in house printing of announcements, brochures, syllabus, booklets, invitations and some advertising,

Work Standard: Proficiency in WordPerfect, copy machine and binder.