

NIKKI WILLIAMS
H.S., Lawrenceville Christian Academy (Honor graduate)
Currently an undergraduate student at UGA
ADMINISTRATIVE ASSOCIATE II (Office Manager)
Years Service: 11 years (4/27/98)

Special Qualifications: Nettie Marie Nickols Outstanding Staff Award winner, 2004, 2008

Summary Job Description: Manage departmental office and assist Department Head and Graduate Coordinator for administrative, supervise and train staff. Relieve Department Head of routine administrative duties. Prepare Departmental, financial and annual reports as required.

1. Task/Responsibility: Serves as office manager for the Department and administrative associate to the Department Head. Works independently to relieve Department Head of routine administrative duties. Attends all Departmental meetings and planning retreats to assist Department in setting goals and objectives for the year.

Work Standard: Works with Department Head to coordinate assignments of tasks, anticipate work flow and develop approaches to long-term projects in the department. Aware of University and College deadlines so that activities in the Department are completed on time. Must have knowledge of record taking, MS Office, Adobe Acrobat and various other record-keeping software.

2. Task/Responsibility: Performs administrative and public relation duties with little supervision demonstrating interpersonal skills with faculty, staff and students. Approves purchase and check requests, travel authorities, and payroll. Approves routine orders and travel in the absence of the department head.

Work Standard: Uses knowledge of College and University administrative structure to guide Departmental faculty and staff through daily procedural questions on academic and staffing matters. Is proficient in MS Office, UGA Electronic Purchasing, UGA Electronic Check Request System, and has knowledge of P/C computers.

3. Task/Responsibility: Supervise three classified staff including, hiring, training, and evaluation. Work together with staff members to revise and submit reclassifications of current positions (as needed). Recruit and assist in hiring and evaluation decisions for student workers.

Work Standard: Knowledgeable of Departmental needs to best match staff with duties to be performed. Must have in-depth knowledge of University and College regulations to train staff on procedural questions and evaluation procedures.

4. Task/Responsibility: Serves as Graduate Coordinator Assistant to maintain recruitment and graduate student records. Communicate with prospective, current, and former students. Update and maintain graduate program data. Edit graduate documents and websites. Plan and coordinate graduate program events.

Work Standard: Must have job knowledge of University and Graduate School procedures regarding admission, retention and graduation requirements to answer questions from prospective students, current students and faculty accurately and in a timely fashion. Is proficient in MS Office, electronic communications systems, Graduate Document Tracking website, and student record computer system.

5. Task/Responsibility: Prepares technical and complex reports for Department, including annual reports, University Program reviews, accreditation reports and new degree program proposals.

Work Standard: Must know University guidelines for preparation of such reports and knowledge of use of OIR/FACTS data sites. Must know correct contact personnel to aid in proper preparation. MS Office and electronic communication system experience necessary to complete tasks in timely fashion.

6. Task/Responsibility: Assists faculty and Department Head in the preparation of promotion/tenure dossiers, Graduate Faculty appointments and reappointments, and nominations for national, state and local awards, post-tenure reviews, and third-year reviews.

Work Standard: Proficient in MS Office in order to assist in preparation of dossiers. Knowledge of University and College guidelines and deadlines so that dossiers are prepared and completed accurately and submitted in a timely fashion.

7. Task/Responsibility: Serve as the Departmental Webmaster, editing and maintaining all Departmental websites and online databases.

Work Standard: Proficient with Filezilla, Dreamweaver, and HTML. Must be able to be self motivated.

8. Task/Responsibility: Meet and greet visitors to the department by phone, in person and by e-mail. Schedule appointments with Department Head using the Oracle Calendar system.

9. Task/Responsibility: Maintain files for all departmental Foundation accounts, receive giving statements, assist dept. head with thank you's, maintain all copies of expenditures, and maintain a spreadsheet of all expenses.

Work Standard: Learn the IFIS system, to pull reports on all HACE accounts. Keep accurate records.

10. Task/Responsibility: Work with new faculty and staff to process faculty appointment packets and personnel forms when hired. Work along with HACE staff serving as support to search committees for faculty positions to be sure we are in compliance with University and EEO policies. Work with new HACE faculty members to complete personnel paperwork and apply for H1B Visa and Permanent Residency when necessary by working with the Office of International Education.

Work Standard: Be knowledgeable of University faculty appointment procedures, deadlines, and Equal Opportunity Office procedures.