Administrative Associate 2
Full-time, Non-exempt
Hours: 8:15 a.m. – 5:15 p.m. (non-negotiable)

Note: Not all unique aspects of the job are covered by this job description:

The Department of Environmental Health and Safety is the principal health and safety office at Stanford University. We support and advance the teaching, learning and research activities of the University through promotion of a safe and healthy campus environment. The Administrative Associate 2 will join our Program Management and Administration group to perform a variety of regular and recurring clerical functions supporting the Office Manager, other management staff, and the Hazardous Waste Program for EH&S.

All EH&S staff must comply with governmental regulations, and University and departmental policies and procedures regarding health and safety and must observe and support good health and safety practices. All EH&S staff are required to support EH&S as assigned during emergencies.

JOB PURPOSE:
Working under the general supervision of the EH&S Office Manager, the incumbent provides administrative and operational support to departmental and university faculty, staff, and students, and visitors.

CORE DUTIES*:
- Greet visitors and route them to appropriate individuals, answer phones, and serve as a resource on departmental procedures and general inquiries, taking appropriate action as required. Share receptionist coverage and provide scheduled breaks to front desk staff.
- Duties also include “closing duties” such as stocking kitchen, forwarding phones etc.
- Perform office duties including, but not limited to, handling of incoming and outgoing mail and other deliveries, entering data into basic tables, reports, or spreadsheets, making copies, creating and maintaining paper and/or electronic files and filing systems, and monitoring and ordering of office supplies and office equipment, break room supplies, and other materials and supplies as needed.
- Process and monitor routine financial transactions, which may include researching and resolving discrepancies. Initiate requisitions and follow through the purchasing process until goods and/or services are received. Ensure accurate, appropriate, and timely payment of invoices.
- Plan and schedule calendar(s) based on consultation, resolve calendaring conflicts, and arrange travel in compliance with departmental and university policies. Accurately and appropriately prepare and submit expense reports on a timely basis.
- Maintain EH&S conference/training rooms. Provide weekly calendars of their use.
- Track facility and/or office equipment, such as keys, vehicles, and projectors, via logs, and schedule repairs as needed with the Stanford Building, Grounds, and Maintenance shops, including the Fleet Garage, and external vendors
- Perform duties associated with scheduling, organizing, and operating conferences, seminars, and events, including recommending vendors for services, overseeing the production and
distribution of materials, coordinating logistics, and serving as liaison with internal and external vendors.

- Draft and/or generate routine communications; coordinate production (formatting, copying, etc.) and dissemination of documents, such as presentations, course handouts, conference and seminar materials, complex reports, brochures, and displays.
- May assist in the set-up of office spaces and/or support coordination of basic office moves.
- May serve as the point of contact for general maintenance, health and safety, and other facility concerns within the unit(s); report any incidents or potential safety problems to appropriate representatives. Track completion of required training.

* - Other duties may also be assigned

MINIMUM REQUIREMENTS:

Education & Experience:
High school diploma and three years of administrative experience, or combination of education and relevant experience. Associate degree in business or related field desired. Previous Stanford experience highly desired.

Knowledge, Skills and Abilities:
- Familiarity and successful use of general office and front desk procedures
- Proficient computer skills and demonstrated experience with Microsoft Office and other office software and email applications a must. Successful experience with Stanford applications highly desired.
  ➢ PLEASE NOTE: Finalist candidates will be required to participate in testing of their Word and Excel skills in a PC environment.

Other Required Skills – The successful candidate must be able to demonstrate the following:
- Absolute punctuality and reliability; this is a front desk position and the incumbent must be available for our staff and visitors.
- Excellent customer service skills, including strong interpersonal skills, with the ability to initiate, develop, and maintain positive, strong and collaborative relationships with a wide variety of individuals within the department and the campus community, and with external organizations
- Demonstrated excellent verbal and written communication skills in English. Ability to present information clearly and succinctly very and in writing
- Ability to work successfully both independently with minimal supervision and as a member or lead of a team; ability to take initiative and ownership of projects from inception through completion
- Excellent organizational skills, as demonstrated by the ability to prioritize tasks efficiently and work well under pressure in a fast-paced, multi-tasking environment. Ability to tolerate ambiguity with patience and good will.
- Excellent attention to detail and thoroughness in accomplishing assigned tasks; pride in performing the job correctly and completely
- Strong self-motivation; proactive, high-energy, enthusiastic, “can do” work ethic; ability to handle potentially stressful situations
- Must have a valid California Driver’s License, or willingness and ability to obtain one.
PHYSICAL REQUIREMENTS*: 
- Constantly perform desk-based computer tasks.
- Frequently sitting.
- Occasionally stand and walk, reach and/or work above shoulders, grasp lightly or use fine manipulation, grasp forcefully, use a telephone, sort and file paperwork or parts, and lift, carry, push, and/or pull objects that weigh up to 10 pounds.
- Rarely twist, bend, stoop, squat, kneel, or crawl.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORK STANDARDS:
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu.

To apply for this position:
- Go to http://stanfordcareers.stanford.edu/
- Click the button “Search Jobs” at the top of the page
- Type in the job number “XXXXX” in the Job Number search field in the middle of the page
- Click the button “Search for jobs”
- Click on the Job Title
- Click the button “Apply Online”

Only applications submitted through the Stanford jobs site will be considered.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

No sponsorship or relocation is available for this position.