Provide administrative support to research staff (55%)

A. Provide general administrative support to research coordinators and program managers at all locations. Not mapped
B. Act as receptionist, greeting public and staff, at the office. Independently receive and respond to telephone, electronic, or written communications from internal UW research study personnel, other faculty or staff and research study sponsors. 2
C. As instructed by Research Program Managers, provide clinical research management system data entry for 3-5 specific managed studies. Enter critical study information into electronic case report forms making sure information is precise and accurate. Scan and save original case report forms. 5
D. Maintain and update complex clinical research study binders and regulatory files for all studies handled by research staff. 5
E. Coordinate laboratory shipments for research studies following strict biohazard and time-sensitive guidelines. Not mapped
F. Prepare general correspondence or data gathering forms as requested by research staff. 3
G. Assist general public who are interested in enrolling in research studies. Act as central contact point for recruitment data base, independently handle initial contact, correspondence to obtain consent, enter data in secure data base. 2
H. Assist Office Administrator with new hire components for research staff. Items include, but are not limited to, new employee badging, name plates, office keys, pager, and desk supplies. Not mapped
I. Assist Research Program Managers with scheduling coordinator staff meetings, training classes, credentialing and certifications, and any/all other duties assigned. 1

Provide administrative support to finance staff (30%)

J. Prepare and process University financial forms such as payments to individuals (PIRs), Direct Payments, reimbursements, Continuing Order Requisitions, and Blanket Orders. 3
K. Prepare and process requisitions and direct payments to vendors, obtaining proper coding. Upload and save documentation. Assist finance staff with additional documentation as needed. 3
L. Order general office supplies from MDS and Staples via web site. Maintain detailed records of all purchases, resolve differences and disputes. Follow up on corrections and errors in billing. 3
M. Obtain necessary information from research staff and Director to correctly prepare and process subscriptions, memberships, and certifications. 5

Provide administrative support for Director and office administrator (15%)

N. Assist office administrator and provide support for department/program moves during remodeling projects. Not mapped
O. Assist office administrator by overseeing work performed by student staff. Provide training of new student staff upon request of supervisor. Track and assign coordinator projects to student staff to ensure deadlines are met. Not mapped
P. Maintain and update electronic files and procedures which relate to administrative support for clinical research and finance staff. 5

Typical Responsibilities for Administrative Assistant

1. Maintains calendars for unit staff and arranges meetings, conferences, teleconferences, and travel. (20%)
2. Answers inquiries by greeting customers and staff, in person or on the telephone; provides routine information, referring more complicated issues to appropriate resources. (20%)
3. Prepares invoices, reports, memos, letters, and presentations using word processing, spreadsheet, database, or presentation software. (15%)
4. Open, sort, and distribute incoming correspondence, including faxes and email. (15%)
5. Maintain electronic and paper files related to work orders, correspondence, projects, and department operations. (15%)
6. Provide administrative support by collecting, analyzing, transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics. (15%)
The following are the tasks from the current job description did not map to the new job description.

A. Provide general administrative support to research coordinators and program managers at all locations.
E. Coordinate laboratory shipments for research studies following strict biohazard and time-sensitive guidelines.
H. Assist Office Administrator with new hire components for research staff. Items include, but are not limited to, new employee badging, name plates, office keys, pager, and desk supplies.
N. Assist office administrator and provide support for department/program moves during remodeling projects.
O. Assist office administrator by overseeing work performed by student staff. Provide training of new student staff upon request of supervisor. Track and assign coordinator projects to student staff to ensure deadlines are met.

When reviewing your job description, you will need to consider what tasks your position is responsible for completing that are not represented in the job responsibilities. Remember, that you are reviewing the tasks of the position and not the tasks that are completed by the person currently in the position. Consider and discuss the following questions regarding the tasks that were not mapped.

1. Decide if the task statement is important enough to include on the new description. The task typically should take at least 10% of the total time to be included in the job description.

2. If the task statement is significant to a specific position, the manager and employee may add it by using the Additional Responsibility section in JD Expert. This allows for unique descriptions that reflect individual positions. What are some responsibilities you have that are unique to your position?

3. It may be possible to combine a few non-mapped task statements into a new responsibility. For example, you could combine tasks H and O to create, “Assist Office Administrator in providing new hires office supplies and orientation and ensuring new student staff have appropriate training and direction on assignments.”

4. Just because a task is not specifically identified on a job description does not mean it doesn’t fall within the scope of a particular job. What are other ways to communicate specific tasks? (process lists, orientation manuals)