

### **Water Institute Administrative Support Assistant II (Job number 507799)**

The UF Water Institute is seeking an Administrative Support Assistant II who can bring creativity, independent learning and excellent communication and time management skills to our collaborative work environment. The successful candidate will work with Water Institute Administrative Specialist II and other Water Institute staff to provide fiscal, human resources, sponsored programs and programmatic support to University of Florida Water Institute programs. A more detailed breakdown of job duties is included below. For more information about the UF Water Institute please see <http://waterinstitute.ufl.edu> .

#### **Specific Duties Include:**

##### Fiscal/HR/Sponsored Programs Support

- Drafts fiscal, budgetary, and programmatic materials and reports as requested.
- Performs and/or approves fiscal transactions such as receipts, invoices, expense reimbursements, PCard reconciliation and purchase requisitions/orders.
- Monitors and maintains budgets and processes revisions for internal and externally sponsored programs accounts, UF Foundation accounts, cash-based accounts and appropriations funding.
- Collects and organizes information for grant proposals and reports. Works within UFIRST for proposal and award activities.
- Prepares, reviews and performs input of human resources documents and data.

##### Programmatic Support

- Coordinates seminars, workshops, meetings, symposia and other events as scheduled. Activities may include participant registrations, abstract submissions, room reservations and setup, catering orders, audio-visual scheduling, IT scheduling, and printing of materials.
- Assists with event planning, set-up, and on-site coordination for Water Institute events and activities.
- Coordinates travel arrangements, makes reservations, and processes reimbursements for students, staff, faculty, seminar and symposia speakers and/or other invited guests.
- Updates and assists in development of websites.
- Provides information as needed on issues regarding policies, procedures, and processes and ensures compliance at the Unit level.

The ideal candidate will have excellent written and verbal communication skills, strong organizational and time management skills, and work well in a collaborative team environment. Proficiency in PeopleSoft, Excel, Word and PowerPoint is required. Proficiency in Enterprise

Reporting and Query Studio, experience with social media, Web Content Management Systems (Wordpress), and Adobe Creative Suite are highly desirable.

Supervision is provided by the Administrative Specialist II. Projects and tasks will be discussed and jointly planned, however the incumbent will be expected to work independently with minimal supervision.

Applications consisting of a resume, letter of interest and the names and contact information for three references should be submitted through the official University of Florida Human Resources procedures detailed at <http://jobs.ufl.edu> by July 10, 2018.