Position: Staff Assistant

Salary Range: AD-301-10-01/03 $ 39,215 -$42,247 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible to: Dean, Learning Resources Division
             Acting Provost, Academic Affairs

Announcement Number: 08-83

Date: 04-28-08

Closing Date: 05-16-08

Brief Description of Duties

Serves as the division’s point of contact for the Deans on administrative matters and is also responsible for communicating information received to division staff.

Performs a variety of administrative support duties for the Office of the Dean, Learning Resources Division (LRD) including composing letters and memoranda; preparing correspondence.

Performs necessary work relating to preparing appropriate forms for submission to the HR Office relative to the processing of personnel actions. Provides leadership to clerical support staff of the division, oversees the preparation of similar forms by the secretaries.

Maintains files and statistical data for annual, monthly and other reports and personnel records for the staff of the division, including verification, inputting of time and attendance data; creation of reports; preparation of purchase requests, travel and reimbursement forms, and maintenance of records.

Participates in special studies, surveys and research projects or assignments. Develops and analyzes data needed and recommends action to be taken on particular matters.

(see reverse side)
**Qualification Required**

One year of specialized experiences is required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is in the collective bargaining unit.

Please submit a UDC application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008