

Office Associate II

General Information

Job Title:	Office Associate II
Job Code:	CG204N2
Job Family:	C02-Clerical & Administrative Support-Secretarial
Grade:	W.G285
FLSA Status:	Nonexempt
Job Role:	Individual Contributor
Typically Reports To:	Supervisor
Remote/Hybrid Eligible:	On-site only
Approval Date:	04/07/2024
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VISION, MISSION AND VALUES

Vision: UAB is a world-class research university and academic health system committed to understanding and improving the human experience.

Mission: UAB enriches society and improves health and well-being through transformational educational experiences, groundbreaking research, innovation and entrepreneurship, community engagement, and world-class patient care while serving our UAB, local and global communities.

Values:

UAB Shared Values: We CARE

Collaborate: Work as a team for the greater good.

Act with integrity: Be accountable and always do the right thing.

Respect all: Champion diversity and opportunities for all, with civility.

Excel: Innovate and strive for excellence in everything we do.

General Responsibilities

Under general supervision, performs standard clerical and administrative duties. Requires demonstrated knowledge of the fundamental concepts, practices and procedures of the secretarial function usually gained through formal education in secretarial science or secretarial experience. Reads, prioritizes and routes incoming mail. Makes travel arrangements and reservations. Schedules appointments. Orders supplies, maintains databases and reports. Assists with special projects. Drafts and types correspondence. May supervise other support personnel. May handle confidential information, dictation and transcription. May verify insurance and process medical record requests.

Key Duties & Responsibilities

- Solves internal office systems problems and acts as liaison to other departments, agencies and vendors regarding routine administrative and office activities.
- Monitors routine budget and/or grant activities.
- Prepares and processes Oracle requisitions and purchase orders as authorized.
- Researches, collects and analyzes data and prepares a variety of special and recurring analyses and reports.
- Attends various department meetings and other related conferences.

- Coordinates departmental student/patient-related activities specific to department mission, such as scheduling tests, contacting referring physicians, assisting students, answering inquiries, processing required academic documents, etc.
- Monitors departmental space and equipment and coordinates individual moves and equipment accounting according to established procedures.
- Performs other duties as assigned. - See BREMSS specific tasks list.

Minimum Requirements

High School diploma or GED and five (5) years of related experience required.

Licenses / Certifications / Registrations

None required.

Supervisory Responsibilities

The number of direct and indirect reports may vary.

Budget Responsibilities

Management of funds WITHOUT signatory authority and/or WITHOUT authority to give budget approval.

Knowledge / Skills / Abilities

- Ability to work as part of a team
- Ability to communicate effectively

Patient Population Served

No Patient Contact.

Body Fluid Exposure

Category III: Typical job duties involve no exposure to body fluids or tissue.

Physical Requirements

No physical requirements selected.

Environmental Exposure

No adverse environmental conditions expected.

Disclaimer

Please Note: The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee as necessitated by business demands. This job description does not constitute a contract of employment or otherwise limit UAB's employment-at-will rights at any time. Employees are expected to comply with all UAB policies and procedures during their employment.