

## Union Assistant

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

- a. Prepare, complete and distribute a variety of forms and files relating to staff, program or campus operations.
- b. Verify, maintain and update accounting records for the unit. Monitor and reconcile accounts, statements and reports. Identify and analyze discrepancies and errors; make corrections, process adjustments and follow up on problems. Liaise with various departments and employees to provide explanation, clarification or additional information when appropriate.
- c. Consult relevant documentation, communicate with resource persons, analyze data and follow up as required. Provide information relating to sources of funding, department procedures and campus policies governing the unit operations.
- d. Prepare, compile and distribute various reports utilizing a variety of source data.
- e. Assist staff in performance of work concerning administrative operations.
- f. Use word and data processing software. Update computerized applications and participate in their development.
- g. Compose correspondence relative to the activities of the unit. Type various documents such as letters, reports, statistical tables and administrative forms.
- h. Participate in unit meetings, record decisions and track action items; follow up as required.
- i. Ensure proper maintenance of unit's filing system; apply archiving procedures.
- j. Participate in various administrative activities which are specific to the unit and in special projects as assigned.
- k. Perform related duties as assigned.