

Job Series Matrix

Job Family: Administration		Job Series: Administrative Services Administrator	
Job Series Summary: Have significant responsibilities for administrative or operational services, functions or programs. Typical duties include developing and administering programs, policies and procedures, performing analyses or acting as a subject matter expert for the function or program. Positions typically include a variety of functions; professionals specializing in a specific field (e.g. facilities, finance) should be classified in the applicable job series. Positions that administer the content of research programs and/or develop curriculum refer to APP series. While these positions often supervise staff, they are primarily individual contributors.			
Job Title: Administrative Services Administrator 1	Job Title: Administrative Services Administrator 2	Job Title: Administrative Services Administrator 3	Job Title: Administrative Services Administrator 4
Job Code: 4121	Job Code: 4122	Job Code: 4123	Job Code: 4124
Grade: H	Grade: J	Grade: K	Grade: L
Exemption: Exempt	Exemption: Exempt	Exemption: Exempt	Exemption: Exempt
Effective/Revision Date: 6/1/2018	Effective/Revision Date: 6/1/2018	Effective/Revision Date: 6/1/2018	Effective/Revision Date: 6/1/2018
Job Purpose	Job Purpose	Job Purpose	Job Purpose
Administer, support, and manage programs or functions under general supervision.	Lead and manage programs or functions under minimal supervision.	Direct complex programs or functions in consultation with senior leadership.	Direct programs or functions of university wide impact in consultation with senior leadership.
Core Duties	Core Duties	Core Duties	Core Duties
<ul style="list-style-type: none"> Independently implement, administer and evaluate day-to-day activities of the unit, function or program by identifying and executing tasks and objectives, making recommendations that impact policies and programs, and assigning resources to achieve the goals of the program. Collect and analyze data, create reports, review and explain trends; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program or function. Analyze and interpret policies; develop, revise and implement procedures for program or function. Represent the program or function as the key contact and subject matter expert within the department, unit or school. Commit resources and provide information and/or training. May also represent the program or function to external/internal stakeholders and constituencies. Organize and/or participate in outreach activities that may include developing communications and training, planning/promoting events and/or conferences. May participate in development of budgets, monitor, and approve expenditures. May perform limited forecasting and provide recommendations that determine the budget. May direct staff to perform various tasks and assignments. May also supervise staff. 	<ul style="list-style-type: none"> Lead the planning and operations for programs or functions that have significant business, regulatory and/or technical challenges requiring subject matter expertise. Evaluate programs or functions, policies and procedures. Identify issues, and develop alternative solutions which may include changes to programs, policies and procedures. Review and analyze trends to advise and develop recommendations to achieve or modify the goals of the program or function. Represent the program or function within the department, unit or school. Commit resources and provide information and/or training. Represent the program or function at the university level and/or to external/internal stakeholders and constituencies. Manage and contribute to the development of outreach strategy that may include relationship development, communications and compliance. May develop and/or oversee budgets; manage finances including monitoring, analyzing, forecasting, and reporting. Assess training needs and may develop associated training. May direct and/or supervise staff. 	<ul style="list-style-type: none"> Lead strategic planning and analysis for complex functions or programs with significant business, regulatory and/or technical challenges requiring subject matter expertise. May provide development of program or function from initial concept to implementation. Manage the administration and evaluation of programs or functions. Oversee the interpretation, implementation and compliance with policies and regulations. Recommend actions and/or resolve complex issues that often span organizational boundaries. Represent the program or function at the university level and/or to external/internal stakeholders and constituencies. Develop and manage outreach strategy that includes relationship development, communications, and compliance. Oversee or supervise staff in the development and implementation of programs or functions. May develop and/or oversee budgets; manage finances including monitoring, analyzing, forecasting, and reporting. 	<ul style="list-style-type: none"> Lead strategic planning and analysis for complex university programs or functions with significant business, regulatory and/or technical challenges requiring subject matter expertise. Manage and direct the development, implementation, administration and evaluation of programs or functions. Monitor trends and recommend program or functions direction. Act as the subject matter expert for School/unit and/or the university regarding the interpretation, implementation and compliance with policies and regulations. Recommend actions and/or resolve complex issues that span organizational boundaries. Represent the program or function at the university level and/or to external/internal stakeholders and constituencies. Direct and manage outreach strategy that may include relationship development, communications, and compliance. Oversee or supervise staff in the development and implementation of programs or functions. May develop and/or oversee budgets; manage finances including monitoring, analyzing, forecasting, and reporting.

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Minimum Education and Experience Required	Minimum Education and Experience Required		
Bachelor's degree and three years of relevant experience, or combination of education and relevant experience.	Bachelor's degree and five years of relevant experience, or combination of education and relevant experience.	Bachelor's degree and eight years of relevant experience, or combination of education and relevant experience.	Bachelor's degree and ten years of relevant experience, or combination of education and relevant experience.
Minimum Knowledge, Skills and Abilities Required	Minimum Knowledge, Skills and Abilities Required		
<ul style="list-style-type: none"> • Demonstrated ability to prioritize own work and multi-task. • Demonstrated excellent organizational skills. • Demonstrated ability to take initiative and ownership of projects. • Ability to communicate effectively both orally and in writing. • Ability to routinely and independently exercise sound judgment in making decisions. • Demonstrated experience working independently and as part of a team. • Relevant subject matter knowledge. • Ability to direct the work of others, for jobs requiring supervision. 	<ul style="list-style-type: none"> • Demonstrated ability to establish priorities, manage shifting priorities, and handle numerous time-sensitive projects with multiple deadlines. • Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness. • Demonstrated creativity, problem solving, critical analysis, initiative, judgment and, decision-making skills. • Demonstrated ability to develop and meet budget goals. • Demonstrated solid planning and organizational skills. • Demonstrated experience working independently and as part of a team. • Excellent interpersonal, written and oral communication skills. • Strong relevant subject matter knowledge. • Ability to direct the work of others, for jobs requiring supervision. 	<ul style="list-style-type: none"> • Demonstrated leadership skills and ability to influence and motivate constituencies which could span multiple organizational boundaries. • Demonstrated excellent planning, organizational and analytical skills. • Demonstrated ability to make sound business decisions using good business judgment and innovative and creative problem-solving. • Demonstrated ability to manage financial, organizational and staff resources. • Excellent interpersonal and communications skills with the ability to cultivate professional and business partnerships. • Relevant subject matter expertise. 	<ul style="list-style-type: none"> • Demonstrated leadership skills and ability to influence and motivate constituencies which could span multiple organizational boundaries. • Demonstrated excellent planning, organizational and analytical skills. • Demonstrated ability to make sound business decisions using good business judgment and innovative and creative problem-solving. • Demonstrated ability to manage financial, organizational and staff resources. • Excellent interpersonal and communications skills with the ability to cultivate professional and business partnerships. • Relevant subject matter expertise. • Strong project planning and management skills. • Experience in or knowledge of business process improvement methodology. • Ability to act independently and as part of a team.
Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required
None	None	None	None
Physical Requirements	Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Constantly perform desk-based computer tasks. • Frequently stand/walk, sitting, grasp lightly/fine manipulation. • Occasionally use a telephone. • Rarely lift/carry/push/pull objects that weigh 11-20 pounds. 	<ul style="list-style-type: none"> • Constantly perform desk-based computer tasks. • Frequently stand/walk, sitting, grasp lightly/fine manipulation. • Occasionally use a telephone. • Rarely lift/carry/push/pull objects that weigh 11-20 pounds. 	<ul style="list-style-type: none"> • Constantly perform desk-based computer tasks. • Frequently stand/walk, sitting, grasp lightly/fine manipulation. • Occasionally use a telephone. • Rarely lift/carry/push/pull objects that weigh 11-20 pounds. 	<ul style="list-style-type: none"> • Constantly perform desk-based computer tasks. • Frequently stand/walk, sitting, grasp lightly/fine manipulation. • Occasionally use a telephone. • Rarely lift/carry/push/pull objects that weigh 11-20 pounds.
Working Conditions	Working Conditions	Working Conditions	Working Conditions
Work Standards	Work Standards	Work Standards	Work Standards
<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; 	<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; 	<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; 	<ul style="list-style-type: none"> • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety;

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<p>communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.</p> <ul style="list-style-type: none">• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/.	<p>communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.</p> <ul style="list-style-type: none">• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/.	<p>communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.</p> <ul style="list-style-type: none">• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/.	<p>communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.</p> <ul style="list-style-type: none">• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/.
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