Administrative Assistant 1 and the Traineeship



# Personal Checklist

Below is a list of the tasks to advance through the traineeship.

**Administrative Assistant Trainee 1**

[ ] Currently in a transferable title

[ ] Successfully passed a typing check

**Administrative Assistant Trainee 2**

[ ] Currently in a transferable title

Completed mandatory coursework:

[ ] Microsoft Word Basics

[ ] Customer Service

[ ] Organized Office Worker

[ ] Successful Business Writing

[ ] Completed 52 week probationary period

**Administrative Assistant 1**

[ ] Currently in a transferable title

Completed elective coursework (spaces provided for name of courses):

[ ] Professionalism & Self-Management

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Verbal & Written Communication

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Interpersonal & Customer Relations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Computer Skills & Technology

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Completed 52 week probationary period

Getting Started

# Keyboarding Test

Prior to appointment, you must have passed an appropriate keyboarding test that demonstrates your ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy.  You will not need to take this test if you have served in an appropriate keyboarding title.

Your Next Steps

* Contact the UB Recruitment team to schedule a typing test: UB-Jobs@buffalo.edu
* Bring a photo ID to Human Resources, Townsend Hall, South Campus for your scheduled test

## Salary Impact

* A salary adjustment to the SG-11 grade will be effective upon appointment to the Administrative Assistant 1, SG-11 following completion of the traineeship
* SG-09 positions will retain current salary when appointed to the Administrative Assistant Trainee 1, SG-08 title
* Health insurance costs may be impacted.

## Coursework Requirements

During the course of the traineeship, trainees must complete coursework in mandatory and elective areas.

### Helpful Links

UB Edge - http://www.buffalo.edu/administrative-services/training/ubedge.html

The Partnership - https://www.nyscseapartnership.org/

## Administrative Assistant Trainee 1

52 week traineeship

### About this traineeship

As an Administrative Assistant Trainee 1, you would perform the duties of an Administrative Assistant 1 but at a more basic level. You may assist in: establishing office procedures; designing filing systems; implementing policies and procedures; maintaining efficient work flow; resolving day-to-day operational problems; responding to phone calls; sorting mail; organize, expediting and following up on projects; and coordinating information flow by acting as liaison among executives, staff, other employees and the public.

Trainees will receive a combination of structured training, on-the-job training, and/or practical job performance to gain the knowledge and experience necessary to function at the full performance level.

### Mandatory Coursework

Trainees must complete the following core courses:

* Microsoft Word Basics
* Customer Service
* Organized Office Worker
* Successful Business Writing

You must complete all mandatory coursework requirements before advancing to Administrative Assistant Trainee 2.

### Your Next Steps

* Register to take the mandatory courses through UB Organizational Development and Enrichment (OD&E) or CSEA Partnership
* Enter the course details and attach completion certificates in UB Edge when courses are completed from The Partnership
* Demonstrate learned skills in everyday work

## Administrative Assistant Trainee 2

52 week traineeship

### About this traineeship

As an Administrative Assistant Trainee 2, you would perform the duties of an Administrative Assistant 1 but at a more basic level. You may assist in: establishing office procedures; designing filing systems; implementing policies and procedures; maintaining efficient work flow; resolving day-to-day operational problems; responding to phone calls; sorting mail; organize, expediting and following up on projects; and coordinating information flow by acting as liaison among executives, staff, other employees and the public.

Trainees will receive a combination of structured training, on-the-job training, and/or practical job performance to gain the knowledge and experience necessary to function at the full performance level.

### Elective Coursework

In addition to the mandatory courses, trainees must also complete an additional 4 elective courses in the following competencies:

* Professionalism & Self-Management
* Verbal & Written Communication
* Interpersonal & Customer Relations
* Computer Skills & Technology

The elective coursework requirements are generally completed while serving as an Administrative Assistant Trainee 2.  All mandatory and elective coursework requirements must be completed before completing the traineeship and advancing to Administrative Assistant 1.

### Your Next Steps

* Discuss elective course options with your supervisor for areas both of interest and that apply to the tasks of your position
* Register to take the elective courses through UB Organizational Development and Enrichment (OD&E) or CSEA Partnership
* Enter the course details and attach completion certificates in UB Edge from The Partnership (if applicable)
* Demonstrate learned skills in everyday work