

NDSU

RESPONSIBILITY REVIEW

January 2002 through January 2003

xxxx

Administrative Assistant

Position Number: xxx

Department: xxxxx

NDSU Mission: *North Dakota State University affirms its heritage as North Dakota's land-grant institution. Through its colleges, station and extension, NDSU, as a member of the North Dakota State University System, provides instruction, research and public service. NDSU educates and serves the people of North Dakota, the region, the national and the international community by discovering, communicating, applying and preserving knowledge. The University fosters the personal growth of individuals by creating an environment which nurtures intellectual, social and cultural development. We value people, scholarship, and the idea of a university and the land-grant ideal.*

Department Mission: *The mission of the Department of xxx is to teach students to contribute to scholarly dialogue within the academic community and to serve the university.*

Duty and Responsibility # 1: Budgetary/Financial Duties

Review of previous goal:

Current Feedback Source(s):

Current Feedback Details:

Identified Goal(s):

Resources Needed:

Duty and Responsibility #2: Administrative Assistant to Chair of English Administrative Assistant to Chair of Modern Languages

Review of Previous Goal:

Current Feedback Source(s):

Current Feedback Details:

Identified Goal(s):

Resources:

Duty and Responsibility #3: Office Management/Personnel Work

Review of Previous Goal:

Current Feedback Source(s):

Current feedback Details:

Identified Goals(s):

Resources Needed:

Duty and Responsibility #4: Act as Department Registrar

Review of Previous Goal:

Current Feedback Sources:

Current Feedback Details:

Resources:

Duty and Responsibility #5: Supervise Safe Operation of Unit

Review of previous goal:

Current feedback source(s):

Current feedback details:

Identified Goal(s):

Resources:

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

Employee signature

Date

Authorized signature

Date