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Education Today / Career Tomorrow

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Administrative Assistant

As the reliance on technology continues to expand in offices, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led administrative assistants to assume responsibilities once reserved for managerial staff.

In spite of these changes, however, the core responsibilities for administrative assistants have remained much the same: Performing and coordinating an office's administrative activities and

storing, retrieving, and integrating information for dissemination to staff.

Administrative assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by

using the telephone, mail services, Web sites, and e-mail.

Administrative assistants use a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems. In addition, administrative assistants often use computers to do tasks previously handled by managers.

Source:
The Occupational Outlook Handbook

Job Outlook

Employment of administrative assistants is expected to increase.

Office automation will continue to make administrative assistants more productive in coming years. Computers, e-mail, scanners, and voice message systems will allow administrative assistants to accomplish more in the same amount of time.

Because technology cannot substitute for personal skills, administrative assistants will continue to play a key role in most organizations.

Money Matters

Career: Administrative Assistant

Job Description: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.

Salary: \$27,073-\$ 49,458 annually

For more information on how to start your career as an Administrative Assistant, please contact:

Career Counselor Jeannell Copeland
 (941) 751-7900 ext. 2017
 copelanj@manateeschools.net

Education Needed

Training ranges from high school programs that teach office skills and typing to 1- and 2-year programs in office administration offered by business and technical schools and community colleges.

Most administrative assistants, once hired, tend to acquire more advanced skills through on-the-job instruction by other employees or by equipment and software vendors.

Administrative assistants should be proficient in typing and good at spelling, punctuation, grammar, and oral communication. Employers also look for good customer service and interpersonal skills because administrative assistants must be tactful. Discretion, good judgment, organizational or management ability, initiative, and the ability to work independently are especially important.

Testing and certification for proficiency in office skills are available through organizations such as the International Association of Administrative Professionals.

Administrative assistants generally advance by being promoted to other administrative positions with more responsibilities. Qualified administrative assistants may be promoted to senior or executive secretary or administrative assistant, clerical supervisor, or office manager.

It's a Matter of Perspective

Teacher

"In this program, we have students of all ages. Right now, there is a great market for all types of office work. Students can begin in any position and work their way up to running the office. Our goal is to advance them as far as possible. We offer training in all types of work. We cover Microsoft Office, accounting, keyboarding skills, letter writing and much more. A student can also receive core and/or expert certification." - James Higley

Student

"I got into the Administrative Assistant program at Manatee Technical Institute because I had always liked working with computers. I am very interested in learning all of the different programs in Microsoft Office. My favorite is PowerPoint! After I graduate from the program, I would like to work in an office. I haven't selected what type of office yet, but the important thing to me is that I can help people." - Silvia Velez

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