

Description: This job aid provides instructions on where to find your job profile in Workday.

Applies to: All staff.

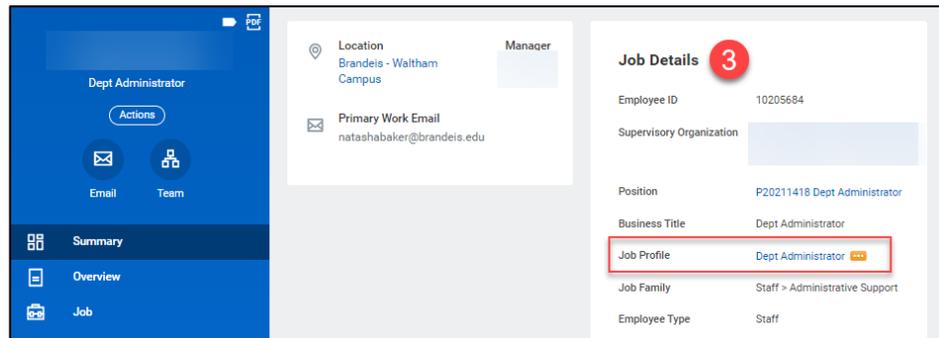
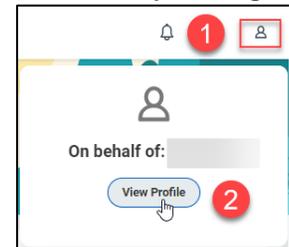
Note: Fields not specified in this document are to be skipped or left blank.

FIND YOUR JOB PROFILE IN WORKDAY

Review your Job Profile in Workday. If the Job Profile does not accurately reflect your current position, check with your manager for a more descriptive job description or to discuss any changes that may be necessary.

To access your **Job Profile** in Workday:

1. Select the profile icon in the upper right corner of your Workday work screen.
2. Select **View Profile**
3. Hover over **Job Profile** and click the Related Actions icon (ellipsis)



Job Profile

Dept Administrator

[Click to download or print.](#)

Job Profile Summary Oversees daily operations of unit, assigned programs or department administration, attainment of goals. Oversees academic program administration if serving in an academic department. Serves as project manager for initiatives and acts as departmental administrative liaison to internal and external organizations. May provide research support. Monitors and manages events, projects, supplies and budgets. Independently performs a broad range of administrative duties, including a wide variety of non-routine tasks, requiring judgment and discretion in both routine and non-routine situations. May supervise regular support staff.
Disclaimer (in Summary): This generic job profile captures the typical major functions performed by incumbents in specific positions with this title. The specific duties and percentages of time may vary. However, most of the major job description functions should apply. Additionally, the minimum Education and Experience requirements are standardized across the University.

Job Description

- Manages unit, programs or department administrative office. May manage office hours, meetings, projects and committees. Responsible for responding to daily email inquiries, from inside and outside the unit or department, while ensuring that general office needs are fulfilled (i.e. ordering supplies, filing). Typically oversees others such as student workers who perform the more routine tasks. 35%
- Ensures secure, efficient, compliant function of processes and paperwork. Audits processes and recommend continuous improvements. 20%
- Schedules and coordinates unit, programs or departmental events, including but not limited to, students' social events, speakers' series, movie screenings, and program lunch series. Independently develops related communication materials; publicizes events. 20%
- Performs editing of documents; drafts presentations; summarizes research findings. May assist in submissions of proposals and other materials. Creates original correspondence and communications materials. 15%

Note: There is one generic Workday Job Profile per title that lists major responsibilities rather than all tasks performed. Check with your manager if there are any discrepancies.