

	Admin Assistant Ladder			Administration - Exempt			
Job Title	Admin Assistant I	Admin Assistant II	Admin Assistant III-MBL	Administrative Manager I	Sr Mgr, Administration	Assoc Dir, Administration	Director, Administration
Job Code	MJP350	MJP354	MJP694	MJP349	MJP675	MJP626	MJP534
Pay Grade	JP-3	JP-4	JP-5	JP-45	JP-47	JP-48	JP-49
Position Summary							
Essential Functions /Scope							
Required Qualifications							
FLSA Status	Non-Exempt	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Admin Assistant I	Requisition or In-family Promotion from Admin Assistant II	Requisition	Requisition	Requisition or In-family Promotion from Sr Mgr, Administration	Requisition or In-family Promotion from Assoc Dir, Administration