

JOB DESCRIPTION



Position Title: Administrative Assistant

Department: Community Engagement

Employment Category: Non-Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Non-exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE07

Position Summary: The Administrative Assistant is responsible for providing responsible for providing high level organizational and administrative support to the Executive Dean of Community Engagement and division staff, including preparing all academic schedules and room reservations and assisting with alumni requiring the application of specialized technical/administrative knowledge and exercise of initiative, independent judgement and decision making.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides high level organizational and administrative support to the Executive Dean of Community Engagement and division staff, managing projects, preparing reports, correspondence, and calendaring events, activities, and meetings

Performs exceptional customer services for students, employees, and the public by serving as division receptionist; prepares, receives and distributes letters, memoranda and other correspondence; logs, tracks and distributes documents processed by the division

Gathers and maintains information concerning alumni, faculty assignments, current courses and the academic calendar to create academic schedules for two college campuses and five centers working under a strict timeline with Banner and Coursedog

Serves as the point of contact for room reservations at the college using problem solving skills when conflicts arise; assists with event planning, set ups, and breakdowns as needed

Provides clerical and organizational support to departmental staff through maintenance and tracking of information, performing data entry and verification, processing mail and correspondence, compiling periodic reports, maintaining a calendar of departmental activities, performing routing, copying and filing, maintaining office supply inventory, etc.

Maintains fiscal records support for the division; processes purchase and travel requisitions, purchase orders, invoices, travel vouchers, etc. and reconciliation of budgets, investigates vendor issues as needed; reconciles and files purchase card transactions

Serves as a recorder for division meetings, communicates with committee members, prepares documents, takes minutes, and reserves rooms

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college, cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Four years progressively responsible experience in an office setting

Preference may be given to individuals who are bilingual and possess the ability to communicate in Spanish and English, verbally and in writing

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Banner, Anthology, and Coursedog

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing; and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to a team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other departmental staff, faculty, students and the public

Ability to work accurately, efficiently, and effectively with all types of data

Ability to work under pressure with frequent interruptions

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Executive Dean of Community Engagement

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.