

JOB DESCRIPTION



Position Title: Administrative Assistant – Workforce Development

Department: Workforce Development

Employment Category: Classified Staff

Primary Location: Downtown Center

FLSA Classification: Non-exempt

Remote Work Eligible: No

Parameters: 40 hours/week; 12 months/year **Pay Grade:** CS12

Position Summary: The Administrative Assistant is responsible for providing administrative support to the Dean of Workforce Development and department faculty and staff, requiring the application of specialized technical/administrative knowledge and the exercise of initiative, independent judgment 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 Dean of Workforce Development and department personnel, managing projects, preparing reports, correspondence, and calendaring events, activities, and meetings

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

Assists the Dean in creating and maintaining semester schedules including classes, room and instructor assignments; monitors enrollment and prepares letters of appointment for adjunct faculty and faculty overloads; maintains the master textbook list

Provides clerical and organizational support to department personnel through maintenance and tracking of information, performs data entry and verification, ensures data integrity, processes mail and correspondence, compiles periodic reports, maintains a calendar of department activities, performs routing, copying and filing, maintains office supplies inventory

Maintains department fiscal records; processes of 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 for the Dean and other department personnel as required

Serves as a recorder for department advisory meetings and communicates with committee members, prepares documents, takes minutes, and reserves rooms, etc.

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 and 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 a regionally accredited institution of higher learning recognized by the US Department of Education
Three years related experience

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 and SCT Banner
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 projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
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 supervisors, other department staff, students and the public
Ability to work accurately, efficiently, and effectively with all types of data
Ability to maintain accurate office procedures
Ability to work under pressure with frequent interruptions
Ability to supervise and monitor the work of others

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: Dean of Workforce Development

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.