



Senior Administrative Assistant Academic Affairs

AA/3

JOB SUMMARY

This position is responsible for providing administrative support for the operations of the Vice President's Office.

MAJOR DUTIES

- Administers the R25 CollegeNet software program to manage the scheduling of classes and events; trains personnel in the use of the program.
- Prepares Facilities Inventory Reports; implements changes and updates in Banner.
- Reviews the Curriculum Inventory Report and makes corrections prior to submission.
- Prepares and submits Dean/Merit Certificates.
- Coordinates the maintenance of varied administrative, fiscal and academic records and the preparation of related reports.
- Advises college staff on operational procedures, methods and policy matters; confers with and advises superiors concerning clerical performance standards and other operating issues.
- Answers telephone and greets visitors; provides information and assistance; schedules appointments; transmits policy and administrative decisions; refers to appropriate personnel.
- Prepares agenda and compiles data for meetings; gather information and prepares reports, questionnaires and other documents.
- Sorts and distributes incoming mail; composes responses and routes to appropriate personnel.
- Approves and signs requisitions, vouchers, forms and other documents for superiors.
- Maintains varied administrative, fiscal and academic records.
- Prepares and submits faculty job postings for publication.
- Collects employment paperwork for part-time faculty and submits for approval.
- Oversees the production of the college catalog.
- Revises the full- and part-time faculty handbook as directed.
- Serves on college committees and assists with projects as assigned.
- Assists in preparing the academic calendar.
- Monitors the office email account and responds or forwards to appropriate personnel.
- Files and maintains varied administrative, fiscal and academic records.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of college and departmental policies and procedures.
- Knowledge of business English, spelling, punctuation and arithmetic.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the management of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Executive Assistant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Family Educational Rights and Privacy Act, Board of Regents policies, software operations requirements, and college and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for office operations. Successful performance helps ensure the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises the work of assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.