



Senior Administrative Assistant

Business and Social Science

BSS/4

JOB SUMMARY

This position is responsible for providing administrative support to the Dean, Business and Social Science.

MAJOR DUTIES

- Enters class schedules for each semester.
- Processes book orders.
- Orders desk copies for full- and part-time faculty.
- Assists students with changes of major, drop/adds, make-up tests, etc.
- Processes room requests for faculty or club meetings.
- Maintains on-campus office hours schedules for faculty.
- Processes and distributes memoranda of understanding for part-time and temporary faculty.
- Enters final grades for part-time faculty.
- Processes applications for employment and new hire documents.
- Answers telephone and greets visitors; provides information and assistance.
- Records minutes of division meetings.
- 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 Dean 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, academic schedules and deadlines, and college and program 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 to the Dean. Successful performance helps ensure the efficiency and effectiveness of division 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.
- 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.