



## Administrative Assistant

Business and Social Science

BSS/6

### JOB SUMMARY

This position is responsible for providing administrative support for division operations.

### MAJOR DUTIES

- Answers telephone and greets visitors and students; provides information and assistance; refers to appropriate personnel.
- Maintains office supply inventory; reorders as needed.
- Sorts and distributes incoming mail and faxes.
- Provides administrative support to the Dean and division faculty.
- Prepares reports, correspondence and memoranda.
- Assists in the preparation of class schedules.
- Maintains division files.
- Assists with special events.
- Schedules meetings and appointments.
- Monitors and restocks program literature.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of college and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- 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 Senior Administrative 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 college and division 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 division operations. Successful performance helps ensure the efficiency of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, students, instructors, applicants, vendors, 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, walking, bending, crouching or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **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.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.