



## Part-Time Senior Administrative Assistant Cordele Center

CORDELE/03

### JOB SUMMARY

This is a highly responsible position performing critical tasks for the operation for the Dartton State College Cordele Center. This is a key position responsible for providing support for the daily operations of the Cordele Center. At times, the part-time Senior Administrative Assistant may be responsible for opening the Center and may be the only College personnel on site. The job includes general office work in and, at-times, a fast-paced environment, with heavy use of technology, and a required commitment to providing a high level of customer service.

### MAJOR DUTIES

- Responsible for the Cordele Center end of the successful delivery of video conferencing classes. Ultimately, this position serves as the main contact for video conferencing faculty, and is responsible for success delivery of video conferenced classes on a daily basis.
- Responsible for: attendance sheets, technology issues, room set-up, handouts, administering tests, packaging materials that must be returned to the main campus, and assisting students and faculty. Support full-time staff and faculty with administrative tasks. Including, but not limited to, copying syllabi, tests, and support documents. Answering phones, taking payments, fax, log, and file documents. Maintain classroom set-ups and whiteboards.
- Work with potential students, current students, getting user names and passwords, and other basic technology issues.
- Set up and monitor proctored tests, take photos and submit information for student ID's, maintain bulletin boards and poster displays.
- Work with Campus Life and programs held at the Cordele Center.
- 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 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 Microsoft Office Suite (Word, PowerPoint, Excel and Outlook)
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Dean of the Cordele Center 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 for the operations of the department. Successful performance helps ensure the efficiency and effectiveness 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, stooping, bending, crouching or walking.
- 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 an Associate's degree.
- 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.