



Senior Administrative Assistant Enrollment Management

EM/3

JOB SUMMARY

This position is responsible for providing administrative support for the operations of the Enrollment Management Division.

MAJOR DUTIES

- Provides clerical support to the Assistant Vice President; prepares correspondence; makes travel arrangements and processes travel expense statements.
- Answers telephone and greets visitors; provides information and assistance; takes messages and refers to appropriate personnel; sorts and routes mail.
- Prepares check requests, purchase requisitions, and routine correspondence for the signature of the Assistant Vice President.
- Maintains office supply inventory; reorders as needed.
- Communicates with personnel to gather and convey relevant information.
- Organizes and maintains confidential files and records.
- Serves on assigned college committees; assists with college projects as assigned.
- 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 Assistant Vice President – Enrollment Management 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 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 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

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.