



Senior Administrative Assistant Information Technology

IT/13

JOB SUMMARY

This position is responsible for providing administrative support for the operations of the Information Technology Division.

MAJOR DUTIES

- Generates, processes and reconciles division requisitions, check requests, travel requests, registrations, expense statements and other forms.
- Develops, updates and maintains varied administrative records.
- Schedules and bills multi-dimensional room usage for non-academic and academic needs.
- Processes critical concerns and issues; resolves issues or refers to appropriate personnel.
- Advises, orients and trains employees on operational procedures, methods and policies.
- Confers with and advises supervisor on clerical and operating concerns.
- Coordinates with Business Office and vendors to track division purchases, resolve problems and synchronize contract periods.
- Maintains and processes personnel records.
- Writes, reviews and edits departmental documentation.
- Generates and recreates write-protected forms; provides cross-campus technical assistance with Excel and in the development of restrictive forms.
- 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 Chief Technology Officer 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 college employee manual, official forms., college emergency management procedures, state travel guidelines, 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 the operations of the division. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, 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, or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- 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.
- 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.