



## Administrative Assistant Student Success

SS/8

### JOB SUMMARY

This position is responsible for performing a variety of general office tasks for Student Success and the unit within the Career Services.

### MAJOR DUTIES

- Coordinates the administrative functions of the department; oversees the work of work study students.
- Reviews a variety of financial and other reports for accuracy and completeness.
- Maintains daily accounting transactions for all department expenses.
- Initiates purchase requisitions and check requests.
- Assists in the planning and implementation of Student Success and Career Services events and programs.
- Provides assistance to advisors in the completion of purchase requisitions and check requests.
- Supports and assists with coordination of logistical activities associated with unit planning, training and information sessions.
- Schedules administrative meetings and appointments.
- Processes confidential and routine correspondence and reports as assigned.
- Oversees and implements records management procedures.
- Greets students, ascertain nature of business, and directs students to appropriate person.
- Serves on college-wide committees as assigned.
- Answers telephone and greets visitors; provides information and assistance.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of student success, business and event planning.
- 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.
- Knowledge of Banner or willing to learn.
- 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 Student Success/Director of Career Services 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 Clubs and Organizations Handbook, the Student Handbook, the Georgia State Accounting Office Policy Manual, the Georgia State Accounting Office Travel Policy Manual, 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**

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, degree or certificate in Office Administration preferred.
- 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.