

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Full-Time, 12 mos. Grant-funded	Title	ADMINISTRATIVE ASSISTANT
Revised: 01/27/2012	Department	GRANTS OFFICE
Level: Staff, Range 4	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	GRANT DIRECTOR

POSITION SUMMARY

Provide clerical support functions for the CBJT 2010 and HGEI GRANT operations. This is a grant funded position.

MAJOR FUNCTIONS

1. Assist with the coordination of the grants including but not limited to: receiving and distributing incoming mail, distributing outgoing mail, making appointments and scheduling meetings as directed, ordering and maintaining supplies, copying materials.
2. Tracking student and program data as required for grant reports and reporting to the grant managers.
3. Type or key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
4. Organize and maintain the office filing system, filing correspondence and other documents as required, including appropriate handling of confidential materials.
5. Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, and take accurate messages.
6. Organize and set up for meetings.
7. Communicate and provide required information to the grant managers.
8. Perform other related tasks as assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma/GED; Associates Degree preferred.
2. One (1) year of full-time related work experience.
3. Well developed spelling, grammar, and proofreading skills.
4. Ability to key routine documents at a level normally acquired through one year of touch typing course work or on-the-job training.
5. Knowledge of general office procedures and office filing systems.
6. Ability to perform multiple tasks and remain calm during frequent interruptions.
7. Ability to establish and maintain positive working relationships with other employees.
8. Ability to handle confidential material judiciously.

9. Positive attitude, energetic and well-organized.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as desktop calculators, computers, copiers, and telephones.
2. Expertise with MSOffice 2010 (Word, Excel, Access, PowerPoint, and Outlook), Adobe Acrobat, Jenzabar a plus.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the office and the campus.
2. Input and access information-using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. May sit at a workstation for up to three (3) hours at a time.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions and to ask appropriate questions for clarification.
4. Ability to read English in order to proofread and perform grammatical and spelling edits.