

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Job Title: ADMINISTRATIVE ASSISTANT
Revised: 01/19/2012	Department: ACADEMIC AFFAIRS OFFICE
Level: Staff, Range 5	IPEDS: CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to: VICE PRESIDENT & ASSOC VP OF ACADEMIC AFFAIRS

POSITION SUMMARY

Provide clerical and administrative support for the Academic Affairs Office, with specific responsibility for adjunct faculty applicant tracking and adjunct/overload pay calculations. Responsibilities include but are not limited to the Major Functions listed below. Provide support to VP and Associate VP.

MAJOR FUNCTIONS

1. In coordination with the other administrative assistant, help with the day-to-day operation of the Academic Affairs Office and maintain the administrators' schedules; answer telephone and greet visitors, providing information accurately and professionally; and type or key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
2. Receive, record, and maintain adjunct faculty applications and distribute as appropriate to administrators, center directors, division chairs and/or Human Resources.
3. Coordinate and prepare adjunct/overload pay requests and submit to Payroll Accountant in timely manner.
4. Assist the VP and Division chairs in class schedule preparation.
5. Maintain and update the Adjunct Handbook and assist in preparation and arrangements for major projects such as adjunct faculty dinner, orientations, etc., as needed.
6. Create and maintain databases as needed to fulfill assigned responsibilities.
7. General office duties such as preparing requests for supplies, travel and equipment for the Academic Affairs administrators, supervising work-study students; maintaining filing system; distributing mail; and other duties as needed.
8. Provide clerical support for faculty as needed.
9. Cross-train with other Instructional Administrative Assistant as needed.
10. Perform other related duties as assigned by the VP and/or Associate VP.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma/GED. Associate's degree or equivalent in education/experience preferred.
2. Four years 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. Ability to create and maintain Excel spreadsheets for pay calculations and other purposes.
6. Ability to work in college-wide database system (Jenzabar).
7. Knowledge of general office procedures and office filing systems.
8. Knowledge of and ability to use relational databases to track a variety of information.
9. Ability to develop databases as needed to fulfill job responsibilities.

10. Ability to perform multiple tasks and remain calm during frequent interruptions.
11. Ability to establish and maintain positive working relationships with other employees, including obtaining information from faculty as needed to complete assigned duties.
12. Ability to handle confidential material judiciously.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College network environment.
- Ability to use E-mail.
- Ability to perform basic Jenzabar functions.
- Ability to do advanced word processing using MS Word.
- Ability to use EXCEL. Experience with Access database applications helpful.

POSITIONS SUPERVISED

Work-Study

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Typically work from 8:30 to 5:30 with one-hour lunch, but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. 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 campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
4. Ability to concentrate on assigned tasks and pay close attention to detail.
5. 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 define problems, collect data, establish facts, and draw valid conclusions.
3. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

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