

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months Grant-funded	Title	CAMP ADMINISTRATIVE ASSISTANT
Revised: 4/12/2018	Department	COLLEGE ASSISTANCE MIGRANT PROGRAM
Level: Staff, Range 4	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	CAMP PROGRAM DIRECTOR

POSITION SUMMARY

Provide primary clerical and administrative support for CAMP (College Assistance Migrant Program), ensuring smooth and efficient office administration and serving as main point of contact for the program.

MAJOR FUNCTIONS

1. Coordinate the day to day operation of the CAMP office providing clerical support as needed, managing the office and calendars, scheduling appointments, ordering supplies, making travel arrangements, maintaining files, etc.
2. Supervise students utilizing the computer lab which is an extension of the office/workspace.
3. Type or key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
4. Greet visitors and answer telephone in a courteous and professional manner, respond to questions accurately, and make business calls as necessary to students, college employees, outside agencies, etc.
5. Assist CAMP personnel with correspondence, communications with staff, arranging functions, oversight of projects, and other such duties as may be required. Includes assisting with CAMP Orientation Clinic, and CAMP Newsletter.
6. Maintain (excel format) budget documentation and purchase orders, and reconcile CAMP budget monthly.
7. Accurately maintain CAMP Objective documentation and historical records.
8. Organize and maintain the office filing system, filing correspondence and other documents as needed, including appropriate handling of confidential materials.
9. Create and maintain computer files (databases, spreadsheets, etc.) as needed to fulfill assigned responsibilities.
10. Enter and update student data in an Access Data Base.
11. Assist students with required financial aid documentation and monitor FAFSA progress.
12. Receive, sort and distribute incoming mail.
13. Perform other related tasks as assigned by the Director.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Associate's degree preferred.
2. Up to one (1) year of full-time related work experience.
3. Fluency in Spanish and English languages required.
4. Excellent written, communication, and organizational skills.
5. Ability to perform multiple tasks such as accurately and efficiently keying in documents while maintaining supervision of the student computer lab.
6. Knowledge of general office procedures, budget tracking, and filing systems.

7. Ability to establish and maintain professional conduct and positive working relationships with students, employees and community contacts.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as desktop calculators, computers, copiers, and telephones.
2. 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 (student database) functions.
 - Ability to perform basic word processing using MS Word.
 - Ability to proficiently perform in-depth spreadsheet functions using MS Excel.
 - Ability to perform basic database functions using MS Access.

POSITIONS SUPERVISED

None.

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time; but also outdoors part of the time (even in inclement weather) engaging in physical activities such as walking and light lifting, or other physical tasks when helping with student activities, campus tours, etc.
2. Normal college working hours, 40 hours per week, but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. Requires some travel, to professional development conferences and National Migrant Conference.
4. 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.
5. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Office administration work part of the time involving sitting much 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 handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk and/or hear. Specific vision abilities required by this job include close vision.
4. May sit at a workstation for up to three (3) hours at a time.
5. Light Lifting (5 – 20 pounds) may be required periodically.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.

2. Ability to concentrate on assigned tasks and pay close attention to detail.
3. 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. Proficient in English in order to proofread and perform grammatical and spelling edits.