

## CROWDER COLLEGE POSITION DESCRIPTION

<b>Status:</b> FT , 12 Months, Grant Funded	<b>Title</b>	UPWARD BOUND PROGRAMS Administrative Assistant
<b>Revised:</b> 9/14/2018	<b>Department</b>	UPWARD BOUND PROGRAMS
<b>Level:</b> Staff, Range 4	<b>IPEDS</b>	CLERICAL & SECRETARIAL
<b>FLSA:</b> Nonexempt	<b>Reports to</b>	UPWARD BOUND DIRECTOR

### POSITION SUMMARY

Provide all administrative clerical support for the Upward Bound, Upward Bound Math Science and College Transition/Bridge projects working closely with the Project Director to carry out services necessary to reach program objectives.

### MAJOR FUNCTIONS

1. Coordinate the day-to-day operation of the Upward Bound/Upward Bound Math Science and College Transition/Bridge offices and serve as the main administrative clerical support for the Project Director.
2. Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, taking accurate messages as necessary.
3. Type or key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
4. Organize and maintain the office filing system.
5. Organize and maintain program data as it pertains to current participants and tracking students through the National Student Clearinghouse for Annual Performance Reporting.
6. Handle routine correspondence and mailings.
7. Assist in maintaining participant files through the Student Access database.
8. Obtain bids for goods and service as necessary; purchase and maintain supplies for office and Saturday School.
9. Assist at Saturday Closer to College Sessions and help with set-up, snacks, errands, etc., as needed.
10. Assist with scheduling, teachers' meetings, grade collection, and evaluation during the Summer Component and Academic Year.
11. Type and/or photocopy all necessary materials (test, handouts, etc.) for Summer Component staff.
12. Assist with chaperoning cultural trip each summer and other activities as needed.
13. Develop protocol for various office activities.
14. Work closely with the Project Director, College Transition Coordinator, Academic Liaison, and Academic Coordinators and assist with projects as needed.
15. Perform other job-related tasks as required.

### KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Associate's Degree or equivalent.
2. Two (2) years full-time related work experience.
3. Well developed spelling, grammar, and proofreading skills.
4. Knowledge of general office procedures and office filing systems.
5. Ability to perform multiple tasks and remain calm during frequent interruptions.
6. Ability to establish and maintain positive working relationships with other employees, students, and public.
7. 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 advanced word processing using MS Word.

Ability to perform basic spreadsheet functions using MS Excel.

Ability to perform basic database functions using MS Access and Student Access.

Ability to perform basic desktop publishing functions using MS Publisher

### **EQUIPMENT/SOFTWARE**

1. Operate standard office equipment such as computers, desktop calculators, copiers, and telephones.
2. See above Information Technology Abilities.

### **POSITIONS SUPERVISED**

Work-Study as needed.

### **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 (sometimes long distances), hiking, etc., when helping with student activities.
2. Hours vary to accommodate weekend, evening, and summer project activities as needed.
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. Office work involving sitting much of the time but will involve mobility within the office, campus, and various other sites.
2. Chaperoning activities may include outdoor activities (even in inclement weather) such as walking long distances, hiking and other physical activities.
3. May require lifting up to 50 pounds occasionally.
4. Input and access information-using computers.
5. Ability to concentrate on assigned tasks and pay close attention to detail.
6. May sit at a workstation for up to three (3) hours at a time.
7. 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.

### **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.

