

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: PR, up to 19 hours per week	Title: Fine Arts Departmental Assistant
Revised: 5/02/18 Reviewed: 8/14/19	Department: Fine Arts Division/Academic Affairs
Level: Staff, Range 2	IPEDS: Clerical and Secretarial
FLSA: Nonexempt	Reports to: Fine Arts Division Chair

POSITION SUMMARY

Provide clerical support for the Fine Arts Division.

MAJOR FUNCTIONS

Provide clerical support as needed for the Fine Arts Division, including:

1. Assist Fine Arts Division personnel with correspondence, mailing, communications with staff and students, arranging functions, oversight of projects, and other such duties as may be required.
2. File correspondence and other documents as needed, including appropriate handling of confidential materials.
3. 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. Create and maintain computer files (databases, spreadsheets, etc.) as needed to fulfill assigned responsibilities.
6. Maintain Longwell Museum catalog.
7. Maintain Longwell Museum website.
8. Maintain Fine Arts Division and Longwell Museum social media pages.
9. Perform other related tasks as required and/or assigned by the Division Chair and Fine Arts staff.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma or equivalent required
2. Up to one (1) year of full-time related work experience.
3. Excellent written, communication, and organization skills.
4. Ability to key in documents or data efficiently and accurately and perform multiple tasks simultaneously.
5. Knowledge of general office procedures and office filing systems.
6. Ability to establish and maintain professional conduct and positive professional working relationships with students, college employees, and community contacts.
7. Ability to handle confidential material judiciously.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as 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 word processing using MS Word.
 - Ability to perform basic spreadsheet functions using MS Excel.
 - Ability to perform basic database functions using MS Access.
 - Ability to maintain online calendar for Fine Arts Division and Elsie Plaster Community Center events.
3. Basic photography skills.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. 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.
3. Normal college working hours, 19 hours per week, but adjustment of hours involving evening and/or weekend work may be required from time to time.
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 office and campus locations.
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.
5. Light lifting (5-20 pounds) may be required periodically.
6. 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 and/or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to successfully perform job responsibilities and 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, college staff, and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.