

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 Mo.	Title	CTE ADMINISTRATIVE ASSISTANT
Revised: 08/02/19	Department	ACADEMIC AFFAIRS - CTE
Level: Staff, Range 4	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	ASSOCIATE VICE PRESIDENT OF CAREER AND TECHNICAL EDUCATION

POSITION SUMMARY

Provide administrative support and all clerical functions for the offices of the Associate Vice President of Career and Technical Education and Director/Division Chair of Post-Secondary Career and Technical Education.

MAJOR FUNCTIONS

Coordinate the day to day operation of the CTE offices providing clerical support for all program personnel, managing the office, ordering supplies and serving as the primary point of contact.

1. Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, taking accurate messages as necessary.
2. Type or key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
3. Organize and maintain the office filing system; filing correspondence and other documents as required utilizing computerized database and spreadsheet programs in addition to manual systems.
4. Maintain accurate financial records for all CTE accounts including local funds, state grants, and federal grants.
5. Process all pay requests electronically and reconcile statements monthly.
6. Manage multiple division budgets and track outstanding invoices and purchase orders.
7. Assist with the organization and maintenance of the CTE database, including data entry and collection.
8. Prepare items for dissemination or publication including mailings, certificates, awards and handbooks.
9. Organize and coordinate special events such as outreach events or advisory committee meetings arranging for rooms, room setups, meals and refreshments as necessary.
10. Coordinate and arrange travel information for administrative and instructional staff.
11. Assist with duties of the Director/Division Chair of Postsecondary Career and Technical Education as needed to support instructional staff and student needs.
12. Perform other related tasks as required and/or assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma or equivalent required, associate's degree or higher is 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 high school students, area high school personnel and other college employees.
8. Ability to handle confidential material judiciously.

9. Must be able to utilize technology including: Microsoft Office Suite, Email, and job specific applications (Jenzabar, MyCrowder, etc.)

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as electric typewriters, desktop calculators, computers, copiers, and telephones.
2. Expertise with word processing, spreadsheet and database software.

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 but adjustment of hours involving evening and/or weekend work may be required from time to time.
4. Access information using computers.
5. 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. 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 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.