

POSITION DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT TO THE COLLEGE PRESIDENT AND VICE PRESIDENT OF FINANCE

DEPARTMENT: BUSINESS & FINANCE

DIVISION: FINANCE

HOURLY WAGE: \$12.89, COMMENSURATE WITH EXPERIENCE

HOURS PER WEEK: 40

FLSA: NON-EXEMPT / RANGE 5

IMMEDIATE SUPERVISOR: PRESIDENT AND VICE PRESIDENT OF FINANCE

SCHEDULE DETAILS: 12 MONTHS FULL – TIME / CLASSIFIED

DATE OF LATEST REVIEW/REVISIONS: March 22, 2021

Position Summary

The Administrative Assistant for the Crowder College President and the Vice President of Finance provides administrative support directly to the College President and to the Vice President of Finance. Responsible for office management of the President and Vice President of Finance's office, directing preparation of records such as agenda, notices, minutes, and resolutions for Board of Trustees, coordinating programs, events, or conferences by arranging for facilities and food service, issuing information or invitations, coordinating speakers, and controlling event budget, and assisting the VP of Finance with various projects including construction, insurance, budgeting, reporting, and others as needed.

Under general direction of the College President and VP of Finance, this position also performs a variety of duties and performs related work as required.

Essential Job Duties

- Coordinate the day to day operations of the President and Vice President of Finance Offices.
- Arranges programs, events, or conferences by arranging for facilities and food service, issuing information or invitations, coordinating speakers, and controlling event budget.
- Directs preparation of records such as agenda, notices, minutes, and resolutions for Board of Trustees.
- Directs preparation of records such as agenda, notices, minutes, and resolutions for College Council.
- Arranges travel plans and itineraries, and compiles documents for travel-related meetings.
- Organize and maintain the office filing system, filing correspondence, contracts, vehicles, property, and other documents as required utilizing computerized database and spreadsheet programs in addition to manual systems.
- Answer telephone and greet visitors, providing information accurately and professionally.
- Work with the Vice President of Finance on construction projects.
- Maintain records on all bid projects including advertising the projects, contacting the bidders, distributing materials to bidders, and receiving and recording bids submitted.
- Maintain the records of all college insurance matters (except employee health insurance) including insurance premium expenditures, insurance claims administration, bids, and policy and renewals updates.
- Maintain records on all college vehicles including appropriate titles, licensure, inspection and insurance; distributing insurance cards and license plates for all vehicles; and preparing lists of frequent drivers for the insurance companies.
- Assist the college auditors when necessary and distribute audit reports to other companies and entities as needed.
- Prepare a variety of documents, composing correspondence as directed and proofread work for accuracy.
- Create and maintain databases and spreadsheets as needed to fulfill assigned responsibilities.
- Prepare and submit reimbursement requests to state and federal agencies.
- Handle other related duties as assigned by the President or Vice President of Finance.

Required Knowledge, Skills & Abilities

- Associate's degree or two (2) years directly related full-time work experience.
- Knowledge of accounting principles and procedures.
- Ability to work independently with minimal supervision.
- Must be detail oriented and organized.
- Excellent computer skills including Excel and Word. Knowledge of Access is a plus.
- Ability to handle confidential material judiciously.
- Ability to maintain positive working relationships with college employees and the general public.
- Ability to multi-task and meet deadlines.
- Ability to plan, implement and coordinate assigned responsibilities effectively.

Preferred Knowledge Skills & Abilities

- One (1) year of related Administrative Assistant work experience.

Information Technology Abilities

- Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system. (i.e. Word, Excel)
- Ability to operate standard office equipment such as computers, desktop calculators, copiers, and telephones.
- Ability to use E-mail and associated calendaring/scheduling applications.
- Keyboard proficiency.
- Ability to use other computer programs as needed

Positions Supervised

- None

Working Environment:

- Work is performed primarily in an office environment and may involve frequent interruptions and distractions.
- May require extended periods of time viewing computer monitor or standing.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- A neat appearance and appropriate business apparel are required.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Will involve indoor and outdoor mobility within the campus.
- Input, access and distribute information using computers.
- 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 or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
- Ability to devise or modify methods or processes to solve specific problems.
- Identify problems and develop recommended solutions for policies and procedures.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including faculty/staff, students and the general public.
- Ability to effectively explain regulations, rules, and procedures.
- Effective telephone communication skills, including the ability to provide information verbally and with a friendly demeanor.

***CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.