

## POSITION DESCRIPTION

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**JOB TITLE:** ADMINISTRATIVE ASSISTANT – WEBB CITY

**DEPARTMENT:** WEBB CITY

**DIVISION:** ACADEMIC AFFAIRS

**HOURLY WAGE:** \$10.50 COMMENSURATE WITH EXPERIENCE

**HOURS PER WEEK:** 29

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** DIRECTOR, WEBB CITY CAMPUS

**SCHEDULE DETAILS:** 12 MONTHS PART – TIME / CLASSIFIED

**DATE OF LATEST REVIEW/REVISIONS:** May 11, 2021

### Position Summary

The Administrative Assistant-Webb City provides administrative support to the Webb City Campus; acting as liaison between the Director and other parties and monitoring assigned programs and/or projects within the Webb City Campus. Under general direction of the Director of the Webb City Campus, this position also performs a variety of purchasing duties and performs related work as required.

### Essential Job Duties

- Coordinate the operation of the Webb City Campus offices during the afternoon hours.
- Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, taking accurate messages as necessary, while maintaining excellent customer service.
- Type or key in a variety of documents, composing correspondence as directed, and proofread work for accuracy.
- Produce documents such as flyers, mailers, newsletters, etc., as needed.
- Assist students with enrollment and financial aid processes as needed, accessing student information on student database.
- Sell books and merchandise as needed, and take payments on student accounts, accurately accounting for and securing funds.
- Assist in organizing and coordinating any special events scheduled, such as open houses, workshops or meetings, arranging for rooms, room setups, meals and refreshments as necessary.
- Perform light cleaning tasks such as emptying trash and general cleaning. Ensure building and offices are locked if leaving at the end of the evening.
- Performs other duties as assigned

### Required Knowledge, Skills & Abilities

- High School graduate / GED.
- Excellent customer service skills.
- Ability to work independently with minimum supervision.
- Ability to establish and maintain professional conduct and positive working relationships with students, employees and community/vendor contacts.
- Maintain confidentiality of records and correspondence.
- Ability to communicate effectively with individuals and groups, both verbally and in writing.
- Well-developed spelling, grammar, and proofreading skills.
- Ability to do accurate data entry and word processing.
- Knowledge of general office procedures and office filing systems.

### 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.
- Generally sedentary work involving sitting most of the time but will involve mobility within the office and the various sites.
- Input and access information-using computers.
- Ability to concentrate on assigned tasks and pay close attention to detail.
- May sit at a workstation for up to three (3) hours at a time.
- Some lifting is required.
- 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.

#### **Language/Communication Skills**

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

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