



Job Description

Job Title:	Administrative Assistant III	Grade:	I
Department:	Cato Campus	FLSA:	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position exists to assist the Dean in all duties – budget, administration, assistance to the Professional Careers Division, campus functions and other duties as needed.

Characteristic Duties and Responsibilities:

1. Monitors Budget; informs Dean and division director regarding budget status; prepares and maintains accurate and up-to-date budget records; assists in compiling information for the Dean's, programs' budget requests. Prints budget reports at the beginning of each month for the Dean. This includes: monitoring and reconciling budget accounts for the Dean on a monthly basis (state/curriculum, lab fees, self-support, foundation, live project and other accounts as may be necessary); processes budget revisions; encumbers funds.
2. Reviews and processes P-Cards, requisitions, orders and invoices for the Dean; ensures that content is accurate and conforms to policy.
3. Processes time sheets, check requests and petty cash vouchers for the Dean.
4. Reviews and processes requisition; ensures that content is accurate and conforms to current policy.
5. Provides leadership to other clerical employees; serves as informational resource to staff.
6. Reviews and responds to in-coming correspondence; types and proofs correspondence, reports, and exams; assists in preparing comprehensive reports. Demonstrates excellent interpersonal skills and customer service; when required, maintains confidentiality.
7. Processes forms and information; may enter information into computer system.
8. Monitors activity of department to ensure all forms and reports are completed by deadline; assists in completing forms and reports.
9. Performs various administrative tasks including maintaining calendar, scheduling appointments, making travel arrangements and preparing authorization for reimbursement, and arranging meetings.
10. Performs other duties as assigned by the Dean, which may include assisting the Professional Careers Division Director and the Campus Administrator.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. October 2016



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Reporting Relationships:

Direction Received: Reports to administrator of major unit (i.e. Dean, Division Director, Executive Director, Associate VP).

Direction Given: May be responsible for directing and monitoring the work of student and/or temporary workers.

Minimum Requirements:

Requires High School diploma or GED and completion of a minimum of one course beyond high school related to office or administrative support skills, advanced Microsoft Office skills to include word processing, spreadsheets, databases, graphics, web page development and 3 years of experience in an office environment working in an administrative support role. Assessment for the appropriate level of Microsoft Office skills will be required.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of budgets

Knowledge of Datatel

Knowledge of computer and office applications

Writing and proofreading skills

Research skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse