



## Job Description

<b>Job Title:</b>	Administrative Assistant III – Finance & Administrative Services	<b>Grade:</b>	I
<b>Department:</b>	Finance & Administrative Services	<b>FLSA:</b>	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:**

Performs a variety of moderately complex administrative and secretarial tasks which may include responding to phone and in person inquiries, typing, monitoring budget, entering information into computer, maintaining calendar, making travel arrangements and scheduling appointments to assist the head of a major administrative unit.

### **Characteristics Duties and Responsibilities:**

1. Develops and prepares agendas for all department meetings. Coordinates and attends meetings as appropriate, takes and transcribes notes and minutes of meetings, and prepares and distributes minutes to appropriate personnel.
2. Reviews and processes requisitions and ensures that content is accurate and conforms to current policy.
3. Assists with budget preparation, review and timely submission of monthly time sheets, Purchasing Cards, and travel reimbursement documentation.
4. Maintains appointment schedules and calendars, makes travel arrangements for department personnel.
5. Requests and monitors Certificates of Insurance through insurance broker quarterly.
6. Assists in updating electronic business continuity plans as needed.
7. Requests and monitors approved drivers' records using SharePoint software.
8. Screens calls, visitors, answers inquiries; responds to requests for information or refers inquiries to appropriate personnel.
9. Maintains and updates the department's websites.
10. Performs other duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to the AVP Administrative Services with dotted line responsibility to the Executive Director – Enterprise Risk Management

**Direction Given:** No authority or responsibility for direction or supervision of others

### **Minimum Requirements:**

Requires High School diploma or GED and completion of a minimum of one course beyond high school from a regionally accredited institution 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.

### **Preferred Requirements:**

Knowledge of SharePoint

### **Knowledge, Skills, Abilities, and Worker Characteristics:**

- Knowledge of budgets
- Knowledge of computer and office applications
- Writing and proofreading skills
- Research skills

### **Working Conditions:**

Typical Office Environment