



## Job Description

**Job Title:** Administrative Specialist  
**Department:** Multiple

**Grade:** I  
**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:**

Performs a variety of complex administrative and technical tasks including collecting and summarizing data, managing databases and editing reports.

### **Characteristic Duties and Responsibilities:**

1. Collects and summarizes research data for reports; coordinates preparation of reports; reviews for accuracy; makes any necessary edits.
2. Organizes and prepares annual data; collects and summarizes data for end-users; answers data-related inquiries.
3. Prepares and maintains computer databases; maintains files of raw data used in preparing reports.
4. Reviews figures after entered into databases; makes any necessary adjustments.
5. Responds to any inquiries that the external constituencies might have regarding reports.
6. Coordinates activities; ensures smooth flow of operations; recommends improvements in policies and procedures.
7. Establishes schedules and assigns project tasks; monitors projects to ensure deadlines are met; reviews completed tasks and ensures that any necessary corrections are made.
8. Uses software to maintain databases and create presentations. Assists with focus group setups and telephone follow-up.
9. Assists in processing budgets.
10. Performs other departmental administrative duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to Associate Vice President or Executive Director

**Direction Given:** Functional guidance over nonexempt staff (Administrative Clerks)

### **Minimum Requirements:**

Associate's Degree from a regionally accredited institution in Educational Administration, Business, Computer Science or a related field and one year of higher education experience

### **Preferred Qualifications:**

Bachelor's Degree from a regionally accredited institution

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

- Knowledge of rules, regulations, and procedures related to state reporting
- Ability to work independently
- Ability to analyze problems and identify solutions
- Ability to work collaboratively with faculty and staff from other units across the College
- Moderate to advanced research and technology skills

### **Working Conditions:**

Typical office environment