



Job Description

Job Title: Administrative Specialist

Grade: I

Department: Professional Careers

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:

Provides support for each program's specific projects, goals and compilation of student information.

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 Division Director in budgets.
10. Assists in the preparation of contracts for division faculty of this position.
11. Assists faculty, staff and new hires (1/2 time).
12. Maintains calendars, schedule appointments, and arrange meetings.
13. Assists division director with meetings as needed, secure interpreters for meetings.
14. Monitors funds for print management.
15. Performs other departmental administrative duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director Professional Careers

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

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. Revised March 2016



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Minimum Requirements:

Associate 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