



Job Description

Job Title:	Administrative Specialist	Job Code:	5002
Department:	Multiple	Grade:	I
Date:	Revised May, 2004	FLSA:	Nonexempt

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. Performs other departmental administrative duties as assigned.

Reporting Relationships:

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

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



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Minimum Requirements:

Requires knowledge of standard procedures in a field involving extensive training normally acquired through completion of an Associate's Degree in Educational Administration, Business, Computer Science or a related field and one year of higher education experience. Bachelor's degree is preferred.

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:

Occasional minor discomforts from exposure to slightly unpleasant situations, such as frequent use of a video display terminal.