Job Description

Job Title:	Administrative Assistant III	**Grade:**	I
Department:	College and Career Readiness	**FLSA:**	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.

Characteristic Duties and Responsibilities:

1. Provides detailed information requiring some interpretation of guidelines regarding department's programs and policies; responds to inquiries by phone or in person; researches and resolves problems and complaints.
2. Monitors over 20 budget from various funding sources such as CCE, OE, Literacy and grants and prepares budget status report; may inform head of department regarding budget status; may prepare and maintain accurate and up-to-date budget records; assists in compiling information for Department's budget/ meeting request.
3. Provides leadership to other clerical employees; Serves as informational resource to staff and faculty; may type and proof correspondence, reports, and exams; may assist in preparing comprehensive reports.
4. Reviews in-coming correspondence, prepares reports and data bases for student information; may type and proof correspondence, reports, and exams; may assist in preparing comprehensive reports.
5. Monitors activity of department to ensure all forms and reports are completed by deadline; may assist in completing forms and reports.
6. Manages all purchasing/requisitions and ensures that budgets are accurately charged.
7. Performs various tasks including scheduling appointments, making travel arrangements, and preparing authorization for reimbursement, arranges meetings and logistics or workshops.
8. Creates rate schedule and teaching contracts for PT Faculty and researches discrepancies.
9. Creates forms and data bases for student data;
10. Reviews and processes requisition; ensures that content is accurate and conforms to current policy.
11. May oversee student employees; may establish schedule and assign tasks; may monitor and review performance
12. Other duties as assigned.

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.

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Reporting Relationships:

Direction Received: Reports to Associate Dean

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 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

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