



## Job Description

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<b>Job Title:</b>	Administrative Assistant III	<b>Grade:</b>	I
<b>Department:</b>	College and Career Readiness	<b>FLSA:</b>	Non-Exempt

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*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:**

This position performs a variety of moderately complex administrative tasks to support the College and Career Readiness (CCR) department including monitoring budgets, making travel arrangements, maintain department databases, scheduling appointments, processing requisitions, centralizing records management, and providing leadership to other clerical employees.

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

1. Serves as the primary source for collecting and entering necessary data for the completion of approximately 375 Course Origination Documents (CODs) per semester for the CCR department.
2. Actively participates in the continuous improvement of a centralized COD process for CCR.
3. Communicates with CCR coordinators to ensure COD information is submitted in a timely and accurate manner.
4. Compiles accurate and complete audit folders for annual CCR audits.
5. Oversees Affordable Care Act faculty and staff compliance; generates reports to determine available hours for substitute teaching by part-time faculty.
6. Assumes contract and rate schedule responsibilities for approximately 300 faculty and staff/semester.
7. Provides administrative support for the Human Resource Development (HRD) department.
8. 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.
9. May monitor budget; may inform head of department regarding budget status; may prepare and maintain accurate and up-to-date budget records; may assist in compiling information for Department's budget request.
10. May oversee student employees; may establish schedule and assign tasks; may monitor and review performance.
11. Reviews and processes requisition; ensures that content is accurate and conforms to current policy.
12. Provides leadership to other clerical employees; serves as informational resource to staff.
13. May review and respond to in-coming correspondence; may type and proof correspondence, reports, and exams; may assist in preparing comprehensive reports.
14. May process forms and information; may enter information into computer system.

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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. Updated July 2015



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15. May monitor activity of department to ensure all forms and reports are completed by deadline; may assist in completing forms and reports.
16. May perform various administrative tasks including maintaining calendar, scheduling appointments, making travel arrangements and preparing authorization for reimbursement, and arranging meetings.
17. Other duties as assigned

### **Reporting Relationships:**

**Direction Received:** Reports to administrator of major unit (i.e. Dean, Division Director, Executive Director, Associate VP).

**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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