Job Description

Job Title:	Supervisor Administrative Services at Harper Campus	**Grade:**	L
Department:	Business Office	**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:

Coordinate Harper Campus Cashiering activities within the college cashiering department. Organize all aspects of the Higher One Debit Card program, the Nelnet Tuition Payment Plan program, administrative services for Harper campus, and all bidding processes for the Business Office.

Characteristic Duties and Responsibilities:

1. Direct technical, functional, front-line supervision of cashier position at Harper Campus; various full time and part time employees or work study students. This would include PDP's.
2. Monitors administrative services and activities.
3. Coordinates assigned activities with Technology Support, Mail Courier, Printing, Housekeeping, Bookstore, Food Services, Maintenance, and other appropriate divisions and departments to ensure efficient functioning.
4. Markets, promotes, orders, serves, and handles all aspects related to the Higher One Debit Card program
5. Markets, promotes, orders, serves, and handles all aspects related to the Nelnet Tuition Payment Plan Program.
6. Leads all bidding processes related to the Business Office.
7. Directly manages confidential information relating to students, faculty and staff.
8. Acts as back up for Director of Administrative Services Harris Campus/CCE Accounting.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director of Administrative Services Harris Campus/CCE Accounting

Direction Given: Directly supervision of assigned staff

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. April 2015

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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and two 2 years of administrative experience; Or an Associate Degree from a regionally accredited institution and 4 years of administrative experience

Knowledge, Skills, Abilities and Worker Characteristics:

- The ability to handle confidential information with discretion
- The ability to interact and communicate effectively with personnel at all levels and a diverse population
- Knowledge of computers and word processing software (MS Word and Excel)
- Knowledge of standard office procedures and equipment
- Excellent organizational skills and attention to details
- Typing and data entry skills
- Ability to understand and present financial concepts, reports and information

Working Conditions:

Typical office environment

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