



Administrative Assistant to the Vice President of Business Affairs

Department: Vice President of Business Affairs
FLSA Status: Non-exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 12 months; Evenings and weekends as required.

Job Status: 1.0 FTE

Reports To: Vice President for Business Affairs & Secretary/Treasurer for the Board of Trustees

Amount of Travel Required: Minimal

Positions Supervised: May supervise student worker(s)

POSITION SUMMARY:

Plays an integral role in the Business Affairs division by performing a variety of administrative, secretarial, and clerical support activities for the Vice President of Business Affairs. Serves as primary point of contact for internal and external constituencies.

Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

1. Provides confidential secretarial and administrative support which includes, but is not limited to: managing the schedule/calendar; making travel arrangements and preparing related itinerary; screening and handling telephone communications; greeting and directing visitors; dealing with administrative problems and inquiries as appropriate; attending Board of Trustee meetings and taking committee minutes.
2. Serves as a primary point of contact and liaison with other offices, individuals, and external institutions to include, but not limited to: external auditors, insurance carriers, banks, all levels of Austin College personnel, and the Board of Trustees.
3. Monitors, coordinates, assists, or participates in various accounting, risk, or business related activities as appropriate to include, but not limited to: reconciling bank accounts; preparing and distributing reports for internal and external constituencies to include: auditor reports, assisting with the Financial Statements and contributing to the notes; reviewing and editing assigned contracts, making recommendations, preparing RFP's as directed, negotiating with vendors as appropriate under the parameters established by the vice president of business affairs; maintaining debt service schedules and coordinates payments.

4. Composes and prepares written documentation and correspondence for the office to include, but not limited to: minutes and materials for appropriate Board of Trustee committee meetings, financial related reports, compliance reports, contracts, other inquiries by multiple constituencies; insurance policy renewals/updates, coverage questions, or insurance claims; special events.
5. Monitors inventory and or coordinates the ordering of Graduation Regalia in cooperation with the Bookstore.

Other Job Function Statement(s)

1. Establishes, maintains, processes, tracks, prepares and or updates files, records, certificates, and/or other documents for the office to include: the Division's vault files, requisitions, release orders, lease agreements and applicable training records.
2. Distributes Business Office Mail, maintains mailing list of payments, receives payments and distributes to other departments when necessary..
3. Other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: An Associate's degree from an accredited institution to include coursework in general accounting, office management and business. Three years of experience in office administration. Bachelor's degree from an accredited institution to include coursework in accounting and or business related courses plus job related experience will meet the minimum qualifications.

Desired: Bachelor's degree with coursework in business administration, accounting, business office technology, and/or business law. Job related experience in higher education. Can operate a 10 key by touch.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations,, an individual must:

- create, compose, and edit written materials;
- determine and accurately apply bookkeeping/accounting principles;
- efficiently gather data, compile information, and prepare accurate reports;
- effectively and efficiently utilize Microsoft Office (Word, Excel, Outlook), appropriate alternative software, and any related business equipment to the extent required to perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work with or deal effectively with all levels of employees and other constituents of the college;
- collaborate with others;
- organize daily work or assigned projects;
- follow instructions and/or guidelines;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- be open to change and to considerable variety in the workplace;
- maintain confidentiality regarding sensitive matters;
- pay attention to details;
- maintain professionalism at all times, to include behavior and attire;
- model high standards of honesty, integrity, trust, and ethical behavior.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

PHYSICAL REQUIREMENTS:

The following should represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____