



## Administrative Assistant

---

**Department:** Academic Programming  
**FLSA Status:** Non-Exempt **Grade/Level:** N/A  
**Work Schedule:** M-F; 8:30 a.m. - 5:00 p.m.;  
Special events may require hours outside of  
normal work schedule. 10 months.

**Job Status:** 1.0 FTE  
**Reports To:** Program Managers  
**Amount of Travel Required:** <10%  
**Positions Supervised:** None

### **POSITION SUMMARY:**

Under general supervision, performs administrative and clerical tasks, coordinates faculty and center programs, events, lectures, and workshops; and facilitates various office functions. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

#### **Essential Functions Statement(s)**

Provides a variety of office support activities to include: preparing all requisitions and purchase orders; planning/organizing meetings; assisting in the supervision and direction of student workers; program tracking and support functions; calendar management, and event planning for Posey Leadership Institute, Advocacy, International Programs, Pre-Health, CREATE and the Johnson Center for Faculty Development and Excellence in Teaching.

Performs clerical and/or administrative tasks to include:

- routing, overseeing, tracking all correspondence: written, electronic, telephonic or verbal
- maintaining inventory, coordinating routine office equipment maintenance, and reconciling purchases of office supplies, program specific books and/or materials, and equipment;
- tracking and keeping in order multiple budgets and coordinating purchases, preparing and submitting requisitions, and processing stipends and reimbursements for faculty, students and guest speakers;
- overseeing and directing student workers;
- updating various webpages, social media accounts and bulletin boards;
- compiling, maintaining and supporting student data and program assessment data.

Coordinates events and functions to include:

- reserving space, ordering and overseeing catering services;
- marketing events and functions;
- arranging for speaker or invited guest travel including food and lodging;
- maintaining, tracking and submitting appropriate expense requisitions and monitoring assigned budget lines for same; and
- other logistical duties to ensure the event and/or function runs smoothly.

Administers academic programs and liaisons with students and other parties related to same.

Administers and coordinates programs to include compiling, maintaining and supporting student data and program assessment data.

Chaperones student trips which may include transporting students and materials and providing support for students and the program director while away from campus.

### **Other Job Function Statement(s)**

Provides support and or participates in College-wide events and or related projects as directed.

Performs 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.**)

High School diploma or equivalent. Six months to one-year job related experience. Prefer college degree and experience working in higher education.

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

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook , PowerPoint, Publisher) and adobe creative suite (Illustrator, Photoshop, Acrobat) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, or communiques; and
- manage the social media accounts of various departments (Instagram)
- communicate effectively using a variety of styles and techniques appropriate to the audience.
- Have a basic working knowledge of Zoom to host and manage virtual events.

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

To perform this job successfully, an individual must have the ability to:

- work evenings or weekends as required;
- pay attention to details;
- follow instructions and/or guidelines;
- organize daily work or assigned projects;
- analyze and solve basic problems;
- accept change and considerable variety in the workplace;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and other constituents of the college;
- demonstrate attention to detail and strong organizational skills;
- organize, edit and proofread all generated communication and publicity;
- possess strong interpersonal skills and adaptability to change and considerable variety in the workplace;
- balance projects and unstructured tasks within deadlines;

- show enthusiasm and commitment to the goals of the college and the department;
- listen actively, giving full attention to what others are saying, taking time to understand, and asking questions appropriately;
- work collaboratively with all departments, all levels of employees and or third parties in a collegial and effective manner;
- maintain regular and consistent attendance;
- maintain professionalism to include behavior and attire;
- model high standards for honesty, integrity, trust and ethical behavior;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;

**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

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

The following must be demonstrated at a fully acceptable level.

- Productivity - Completes all assignments on a timely basis.
- Accuracy - Ability to perform work accurately and thoroughly.
- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Attendance - Misses few days of work.
- Punctuality - Arrives on time.

**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 environment is an office setting with moderate noise. May occasionally work in other locations on campus to include outdoors.

**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: \_\_\_\_\_