



## Administrative Assistant

---

**Department:** Student Affairs  
**FLSA Status:** Non-Exempt

**Job Status:** 1.0 FTE  
**Reports To:** Vice President for Student Affairs &  
Chief Inclusion and Diversity Officer

**Grade/Level:** N/A

**Amount of Travel Required:** None

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

**Positions Supervised:** Student worker

### **POSITION SUMMARY:**

Provides administrative support to VPSA\CIDO office and programmatic support to the Student Affairs division. Manages and coordinates Student Affairs data and information, and assists with events planning as directed.

### **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)**

- Coordinates all office operations including maintaining the calendar of appointments and events, scheduling meetings, reserving facilities, arranging travel and rental cars;
- Provides clerical support, including writing letters, transcription, proofreading, answering phone, taking accurate messages, and directing callers to other offices when needed;
- Assists with committees, program projects, and activities to include scheduling, preparing for and recording meeting minutes;
- Supports the Vice President and other staff in coordinating emergency transportation needs of students;
- Coordinates all mailings to incoming students and their parents;
- Maintains a data base of all incoming and withdrawn students and updates pertinent campus offices;
- Coordinates all office processes including:
  - Maintains, updates, and generates reports related to the student module of the College’s information system, including but not limited to entering and making changes to address and mentor information, weekly meal plan report for food services, and student directory in the fall and spring of each academic year;
  - Collaborates with faculty about student concerns and absences;
  - Corresponds with admitted students;
  - Maintains student portfolios
- Assists in planning and organization of all facets of opening of school activities and orientation;
- Assists with the annual Student Affairs Division Leadership Banquet;

- Solicits, verifies and disseminates scholarship applications for sponsored scholarships;
- Contacts outside sponsors with an invitation to attend banquet.

**Other Job Function Statement(s)**

- Undertakes basic research and prepare reports or documents;
- Manages petty cash fund;
- Assists with various support services and coordination for other areas of the Division;
- Serves as support staff to the Student Affairs Subcommittee of the Austin College Board of Trustees;
- 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.**)

**Minimum:** High school diploma or equivalent and four years of office support experience **OR** an associate's degree and two years of office support experience **OR** a bachelor's degree and one year of office support experience

**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:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively 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:

- multi-task and exhibit strong collaborative and organizational skills;
- maintain professionalism at all times, to include behavior and attire;
- operate/drive a personal vehicle alone;
- work evenings and weekends as required;
- balance projects and unstructured tasks within deadlines;
- accept change and considerable variety in the workplace;
- understand and continually exhibit awareness of Student Affairs' goals and objectives;
- work collaboratively with all departments, all levels of employees and or third parties in a collegial and effective manner;
- maintain confidentiality regarding sensitive matters;
- listen actively, giving full attention to what others are saying, taking time to understand, and asking questions appropriately;
- model high standards of honesty, integrity, trust, and ethical behavior;
- maintain regular and consistent attendance;

- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects.

**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:

- 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.
- Attire/Dress code – Professional clothing is required.

**PHYSICAL REQUIREMENTS:** The following 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: \_\_\_\_\_