

Job Description

Title: Administrative Assistant
CBA Position: KCSS
Department: AETP
Reporting Manager: Dean of AETP
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B23
Band Range: \$35,835-\$50,169
FY14 Budget: \$38,538.92
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:

Provide coordination of all day to day activities of the division. Provide support in divisional processes to help aid faculty, students, and other division staff. Assist Dean with preparation and retention of Division records, reports, courses, contracts, payroll, and other division activities as assigned.

Supervisory Responsibilities: Assist Dean in coordination of workflow for part-time clerical or student workers.

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 3-5 years of experience working in an office setting

Illustrative Examples of Essential Functions:

- Manage day-to-day operations of the office
- Organize, maintain, and retain relevant division files for Dean, faculty, staff, and other necessary division materials to satisfy statutory and contractual requirements.
- Specifically, maintain and provide information on the GED testing records and appointments
- Coordinate the assistance of part time or student workers as the point of contact for the division offices by answering general questions from faculty, staff, students, and members of the public
- Process the receiving and respond as necessary to divisional correspondence
- Assist in the processing of divisional faculty and staff requests such as basic accounting for divisional procurements, processing of confidential documents, and other operational processes
- Provide support in divisional processes and requests of faculty, students, and staff
- Assist Dean with other divisional activities as assigned

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently

- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014