Job Description

Title: Adminisstrative Assistant, Assistant Vice President Instruction
CBA Position: KCSS
Department: Instruction
Reporting Manager: Assistant Vice President of Instruct
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B24
Band Range: $40,086-$56,326
FY20 Budget:
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:
Provide complex and specialized duties to develop the master schedules fro the Office of Instruction. Using main frame programs and applicable software create, roll, and distribute schedules for new term for review and revision by deans and administrative assistants in Office of Instruction; Run validation tests to identify and resolve any data entry errors with registrar; Proof the master schedule and audit for completeness and accuracy of course, times, start/end dates, and course codes. Work with Student Services in resolving registration problems and provide up-to-date information on course offerings and changes to new or revised codes.

Provide clerical and administrative assistance to the Assistant Vice President of Instruction. Provide support in divisional processes to help aid faculty, students, and other Office of Instruction staff. Assist the Office of Instruction with preparation and retention of records, reports, courses, contracts, payroll, and other activities as assigned. Work with Instructional Dals, Teaching Chairs, and other staff with projects and events.

Minimum Qualifications/Basic Job Requirements:
　　Required Qualifications:
* High School diploma or equivalent/Preferred AAS in Office Systems or related field
* 3-5 years of experience working in an office setting

Illustrative Examples of Essential Functions:

* Perform quality assurance processes to ensure accuracy of data in the master schedule
* Revise and delete data associated with courses such as prerequisites/co requisites, units, course descriptions and other data codes
* Serve as lead resource regarding schedule maintenance and coordination
* Provide training and technical assistance to staff related to the scheduled process
* Organize, maintain, and retain relevant division records
* Provide assistance as a team member within the office of instruction by answering general questions from faculty, staff, students and member of the public
* Process and respond to correspondence

- Assist in the processing of faculty and staff requests such as basic accounting for divisional procurements, processing of confidential documents, and other operational processes
- Assist in coordination of workflow for student employees
- Provide support in office processes and requests of faculty, students, and staff
- Assist the Assistant Vice President of Instruction with other activities as assigned

Core Competencies/Knowledge, Skills, and Abilities:

- Knowledge of course scheduling procedures including course codes
- Posses 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 services, 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.

05/2019