

Job Description

Title: Administrative Assistant

CBA Position: KCSS

Department: Marketing & Public Relations

Reporting Manager: Director of Marketing and Public Relations

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B21

Band Range: \$31,677 - \$44,348

FY14 Budget: \$38,745.22

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

Provide clerical and administrative assistance to the Director of Marketing & Public Relations and staff. The Administrative Assistant assists in providing general clerical and administrative support to the office staff.

Supervisory Responsibilities: None, but may provide direction to part time and student workers

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 1-3 years of experience working in an office setting

Illustrative Examples of Essential Functions:

- Assist with the coordination of the daily activities of the department
- Provide reception functions and general clerical and administrative support to the Director and all staff on a daily basis
- Develop, maintain, and retain documentation, guidelines and procedures for internal and external clients to market and promote news, events, and other announcements.
- Assist with the maintenance of all campus posting equipment and newsletters.
- Coordinate work activities of part time or student worker staff
- Maintain, process, and retain all documents applicable to Marketing & Public Relations.
- Provide additional general clerical and administrative support to the department as assigned by the Director.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic 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