



Position Title: Administrative Assistant II, External Affairs
Reports To: Vice President of External Affairs
Department: External Affairs-Cultural Affairs & Gallery System **Job Code:** 0150-01
Prepared By/Date: Donna French/07-28-2011 **Job Group:** PENC
Approved By/Date: Lula Rodriguez/08-01-2011 **Salary Grade:** 14
Revised: **FLSA Status:** Exempt

Summary:

This position provides support and assistance to the Vice President of External Affairs and is responsible for a broad range of duties associated to administrative and fiscal activities for the proper operation and smooth functioning of the Office of the Vice President for Advancement and External Affairs.

Essential Duties and Responsibilities:

- Functions as a generalist within the assigned area of responsibility and assists and directs in all areas falling within the scope of the administrative position
- Assists the Vice President and department heads with correspondence, contact with the public, research, and resolution of problems
- Assists the Vice President with the management of selection committees and task forces for Cultura del Lobo, Art Gallery System, and Foundation Department
- Handles all internal and external inquiries and concern regarding MDC Cultura del Lobo Department and Art Gallery System policies and procedures
- Manages the calendar, personal correspondence, and calls for the Vice President of External Affairs
- Participates and assists in planning and coordinating events for department overseen by Vice President (i.e., menu planning, negotiations with vendors, room coordination)
- Assists department Directors in preparing comprehensive reports and conducts special research projects
- Manages all department documentation and arranges, schedules, and confirms meetings for management
- Manages and tracks budget expenses for departments to assure compliance
- Prepares and maintains agreements for internal and external services and submits purchase orders to external vendors
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals and objectives, and policies and procedures
- Excellent organizational and effective communication skills (both oral and written)
- Knowledge of spreadsheets and Microsoft Office applications
- Ability to multi-task and prioritize all assignments
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to respond effectively to common inquiries or complaints from a wide range of individuals and constituents in a diverse community

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and one (1) year of experience; or Bachelor's degree and five (5) years of related experience; or Associate's degree and nine (9) years administrative, teaching or other appropriate experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name