



<b>Position Title:</b>	Administrative Assistant II		
<b>Reports To:</b>	Executive Director		
<b>Department:</b>	Virtual College	<b>Job Code:</b>	0150-01
<b>Prepared By/Date:</b>	Ruth Ann Balla/04-02-2008	<b>Job Group:</b>	PENC
<b>Approved By/Date:</b>	Ruth Ann Balla/04-02-2008	<b>Salary Grade:</b>	14
<b>Revised:</b>	Jennifer C. Brito/5-12-2009	<b>FLSA Status:</b>	Exempt

**Summary:**

The Administrative Assistant II is responsible for the day-to-day coordination of all administrative activities for the Virtual College.

**Essential Duties and Responsibilities:**

- Functions as a generalist within the assigned area of responsibility, having sufficient knowledge to assist and direct in all areas falling within the scope of the administrative position
- Serves as lead within the Department, and assists the Executive Director on the all aspects of the special distance learning program for prisoners including but not limited to scheduling, advising, registering, materials, staffing, testing.
- Prepares and maintains policy, procedures, and/or special programs for the Virtual College.
- Provides support to students about Virtual College courses by providing information related to registration, course access, course materials, and testing.
- Provides supports faculty in the Virtual College by providing appropriate information.
- Manages the budget for the Virtual College.
- Supervises part-time personnel including hiring, training, evaluating, scheduling, and maintaining payroll records.
- Performs related duties as required or deemed appropriate to accomplish assigned, responsibilities and functions of the office.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of college organization, goals and objectives, and polices and procedures.
- Excellent organizational and communication skills (both oral and written).
- 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 effectively present information and respond to questions from students, faculty, staff, and the general public.
- 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 (M.A.) or equivalent; and one (1) year related experience or Bachelor's degree and five (5) years of related experience and/or training; or equivalent combination of education and experience.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name