



Position Title:	Administrative Assistant III	
Reports To:	Dean, Vice-Provost or Executive Director	
Department:	College-wide	Job Code: 0151-00E
Prepared By/Date:	Jennifer C. Brito/05-28-2009	Job Group: PEC
Approved By/Date:	College-wide	Salary Grade: 15
Revised:	Donna French/11-23-2011	FLSA Status: Exempt

Summary:

This position requires responsibilities which include a broad range of duties associated with the proper operation and smooth functioning of the office.

Essential Duties and Responsibilities:

- Functions as a generalist within assigned areas of responsibility
- Interprets and evaluates policies and procedures relative to department functions
- Reviews relevant rules and regulations of state and federal agencies
- Prepares comprehensive reports and conducts special research projects
- Represents the Dean on College committees and task forces as directed
- Performs duties as required and deemed appropriate to accomplish assigned responsibilities and functions of the office
- 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 communication skills (both oral and written)
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to effectively present information to top management, public groups and/or boards of directors
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to work in a multi-ethnic and multi-cultural environment

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. 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:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

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

- Master’s degree in related field and two (2) years of administrative, teaching or other appropriate experience; or Bachelor’s degree in related field and six (6) years of administrative, teaching or other appropriate experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name