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| Position Title: | Administrative Assistant III - H.R. | Job Code: | 0151-00E |
| Reports To: | Vice Provost, HR | Job Group: | PEC |
| Department: | Division of Human Resources | Salary Grade: | 15 |
| Prepared By/Date: | Jennifer C. Brito/07-20-2006 | FLSA Status: | Exempt |
| Approved By/Date: | Iliana Castillo-Frick/07-20-2006 | | |
| Revised: | Jennifer C. Brito/5-29-2009 | | |

Summary:

The Administrative Assistant to the Vice Provost and Associate Vice Provost Sr. of Human Resources provides administrative support and assists the HR management team in serving MDC employees and building relationships with the community.

Essential Duties and Responsibilities:

- Coordinates, trains, supervises and evaluates the workload of 2 secretaries, 1 HR Specialist, 1 part-time employee and 1 student assistant.
- Functions as a generalist within assigned area of responsibility.
- Acts a liaison between Human Resources and other college wide departments.
- Handles all internal and external inquiries and concerns regarding College policies and procedures, including highly sensitive and confidential information.
- Interprets and evaluates policies and procedures relative to administrative functions.
- Prepares comprehensive reports for the District Board of Trustees, Executive Committee, Office of the College Provost and for HR Management and staff and conducts special projects as assigned.
- Prepares and monitors the Human Resources budget of \$1.09M.
- Coordinates special events and activities for the Human Resources management and staff.
- Prepares special reports for HR Management and all divisional meeting agendas.
- Maintains calendar for HR management and arranges meetings and business trips for Human Resources staff of 40 employees.
- Manages the hiring process for all student assistants for the division.
- Manages all documentation for Employee Relations, HR Personnel and HR Administration.
- Processes all subpoenas received in the Human Resources Office.
- Oversees facilities requirements and services for the Division of Human Resources.
- Performs other related 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).
- Knowledge of office equipment and business practices.
- Knowledge and proficient skill in Microsoft Office Programs, specifically, Word, Excel, PowerPoint and Access.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Excellent organizational, decision-making and supervisory skills.
- 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 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.

- Bachelor’s degree and six (6) years of office administration experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name