



Position Title: Part-Time Administrative Assistant I
Reports To: Program Manager, Chairperson, or Director
Department: College-wide
Prepared By/Date: Donna French/05-06-2011
Approved By/Date: College-wide
Revised:

Job Code: 8104
Job Group: H1-NIE
Salary Grade: HI
FLSA Status: Exempt

Summary:

The Part-Time Administrative Assistant I assists the supervisor and faculty with the development and implementation of the School program.

Essential Duties and Responsibilities:

- Functions as a generalist within the assigned area of responsibility, having sufficient knowledge to assist within the scope of the administrative position
- Assists with grant or program administration by preparing periodic reports, and monitoring schedules and budgets
- Assists faculty with curriculum development process as needed
- Writes and/or edits releases, newsletters, booklets, brochures, advertisements, and other informational and marketing material as assigned
- Assists with interviewing, hiring, and managing faculty that teach program courses as needed
- Prepares correspondence and addresses questions from potential students and program offerings
- Schedules and attends meetings and prepares meeting minutes as needed
- Identifies means to collect data for analysis
- Schedules courses and enters data for assignments as needed
- Processes department documents or applications as needed
- Prepares and maintains procedures and/or special programs for the College
- Works with personnel within the department to identify equipment and facility needs
- Assists with student services involving academic and/or program requirements
- Adheres to all program, Campus, and College policies and procedures
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to become knowledgeable of criteria within grant or program administration
- Ability to write simple correspondence
- Knowledge of spreadsheets and Microsoft applications
- Possess appropriate administrative skills
- Ability to prioritize all assignments
- Ability to deal with problems or refer problems to appropriate areas
- Ability to follow and issue oral and written instructions
- Possess excellent communication skills (both written and oral)
- Ability to work well 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 frequently required to stand 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 walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- Bachelor’s degree and two (2) years of related experience; or an Associate’s degree and four (4) years of related administrative experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name