



Position Title: Part-Time Administrative Assistant II

Job Code: 8104

Reports To: Executive Director

Grade: HI

FLSA: Exempt

Job Description:

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

Duties & 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
- Prepares and maintains procedures and/or special programs for the Virtual College.
- Maintains spreadsheets and documents with course and program information, budgets, projects, etc.
- Schedules and makes arrangements for meetings including taking minutes, developing and providing handouts, and electronic presentations
- Supervises part-time personnel including hiring, training, evaluating, scheduling, and maintaining payroll records
- Performs related duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree and three (3) years of related experience and/or training;
- 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.
- 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.
- Proficient in advanced features of Microsoft Office including Word, Excel and PowerPoint.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name