



Position Title:	PT Administrative Assistant IV	
Reports To:	Campus President	
Department:	Campus President's Office	Job Code: 8142-00E
Prepared By/Date:	Martha Arrieta/02/03/2011	Job Group: HI
Approved By/Date:	Lourdes Oroza/02/07/2011	Salary Grade: HF
Revised:	Martha Arrieta/02/03/2011	FLSA Status: Exempt

Summary:

Provides a broad range of duties associated with the proper operation and smooth functioning in the Office of the Campus President. The PT Administrative Assistant IV functions as a generalist within assigned areas of responsibilities.

Essential Duties and Responsibilities:

- Interprets and evaluates College policies and procedures relative to academic and administrative functions.
- Represents the Campus President on College committees and task forces as directed
- Organizes events for the Campus President's office which may include menu planning, negotiations with vendors, room coordination etc.
- Reviews relevant rules and regulations of state and federal agencies
- Prepares comprehensive reports as needed
- Handles special research projects
- Works with College leadership in coordinating the Campus President's schedule, events and activities
- Reviews Campus publications and official documents for accuracy and completeness
- Drafts correspondence
- Creates web copy and content as required
- Records minutes of staff meetings
- Welcomes visitors to the Office of the Campus President
- Provides direction and assistance to College personnel
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge of budget preparation and computer applications.
- Excellent organizational and communication skills (both oral and written).
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- 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 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.

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 seven (7) years of responsible professional and managerial experience; Must be able to work a flexible schedule.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name