



Position Title: Part-Time Administrative Services Assistant
Reports To: Director, Administrative Services (Homestead)
Department: Administrative Services
Prepared By/Date: Donna French/04-01-2011
Approved By/Date: Tania Garcia/04-01-2011
Revised:

Job Code: 8349
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

The Part-Time Administrative Services Assistant assists the Director of Administrative Services with all administrative support activities at the Homestead Campus, Campus Services, Public Safety, Facilities Planning, Facilities Use and Scheduling, and Campus Budget Administration.

Essential Duties and Responsibilities:

- Researches and resolves accounts receivable/payable problems
- Supervises student assistants
- Prepares documents and tracks campus service requests, personnel moves and special events; obtains cost estimates from vendors, processes work orders, and initiates telecommunication requests
- Creates and processes Department Requisitions, Purchase Orders and Disbursement Requests
- Assists in maintaining budgets and tracks capital outlay expenditures
- Prepares and maintains temporary use of campus facilities invoices and insurance documentation
- Tracks all mail expenditures, including billing for internal and external services.
- Serves as backup for Campus Services Supervisor Assistant
- Provides administrative clerical support to the Director of Administrative Services
- Creates and maintains databases as needed
- Acts as payroll preparer for the Department
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Proficiency in Microsoft applications and Odyssey
- Ability to maintain complex records, meet deadlines, assemble and organize data
- Ability to work independently with limited supervision
- Ability to work in a multi-ethnic, 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.

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.

- Associate's degree from an accredited institution and two (2) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name