NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Administrative Assistant to the Vice President for Administrative Services

Department: Administrative Services  Job Status: Full Time
FLSA Status: Exempt  Reports To: VP for Administrative Services
Grade/Level: Admin/Prof I  Amount of Travel Required: No travel required
Work Schedule:  Positions Supervised: Student Workers
Monday - Thursday 8AM - 6PM  Contract Length: 12 month position
Friday 8AM - 12PM
Or as assigned by the supervisor

PURPOSE: The Administrative Assistant to the Vice President for Administrative Services assists in the coordination of all programs and activities under the administration of the Vice President for Administrative Services. Under the Vice President the Administrative Assistant works independently to perform the tasks and responsibilities noted below.

MAJOR RESPONSIBILITIES:

Public Relations and Information Management:
- Assists students and others visitors by answering questions and providing directions.
- Stays abreast of projects that the administrative personnel are involved in so that questions can be answered either by phone or in person.
- Arranges and attends all staff meetings and makes sure the minutes are appropriately recorded, and are distributed in a timely manner.
- Keeps a calendar to remind staff of special events, such as college and staff meetings, etc.
- Arranges appointments for vice president.
- Assists with the planning and implementation of staff development workshops and special recognition ceremonies.
- Keeps abreast of and provides authoritative information regarding all administrative polices and procedures.

Budget Development and Administration and Report Writing:
- Processes and handles confidential matters within broad areas of discretion.
- Assists vice president in coordination of budget, preparing spreadsheets and analysis.
- Assists in preparing budget for administrative services organization and related financial documents.
- Keeps accurate records of expenditure and reconciles monthly budget expenses reports.
- Arranges for photocopying and printing of major reports to various federal and state agencies, and assist with special mailing or faxing regarding these projects.
- Assists Grant Accountant in gathering documents for Grant audits.
- Coordinates the compilation, preparation and submission of operating reports, such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.
- Maintains files of correspondence for the vice president’s office.
- Develops and distributes a calendar of due dates and monitors persons adherence to due dates annual performance.
Assistance to Other Departments:
- Coordinates release of loan funds with Financial Aid Loan Specialist.
- Processes institutional scholarships (concurrent, honors, theater etc.).
- Processes manual FASFA applications for undocumented students.
- Manages designated scholarship relationships and processes designated scholarship receipts into the financial aid system.
- Processes athletic scholarships.
- Contacts Financial Aid students to prompt acceptance of awards or to bring in needed items.
- Assists business office with de-registration processes.
- Assists business office with refund check processing.
- Assists business office with data entry.
- Manages help desk system for Information Services.
- Assists students with issues with institutionally provided software (blackboard, e-mail etc.).
- Maintains Access database of college computer equipment.

Personnel Relations, Training, and Support:
- Supervise all secretarial and clerical personnel working in the office of the Vice President for Administrative Services.
- Monitors the activities of and advise all clerical and secretarial staff in the department on daily efficient daily operations of respective areas.
- Assists in the on-going orientation, training, and evaluation of all new personnel.
- Trains and supervises work-study students.
- Make sure that each departmental area is supplied with all necessary materials, equipment, and other needed resources.

Secretarial:
- Provides primary administrative support to the department vice president
- Processes memos, letters, book orders, purchase orders, and other such job-related correspondence on the computer or typewriter.
- Monitors inventory for the department.
- Maintains supplies for general office and clerical activities.
- Picks up and sort mail.
- Makes all travel arrangements for the vice president and assist with staff travel arrangement when needed.
- Makes decisions on routine matters, and handles routine responsibilities and duties in the absence of the vice president.
- Performs other duties as assigned by Vice President for Administrative Services.

Competency Statement(s)
- Achievement of Strategic Initiatives – Ability to link departmental work with the achievement of NTCC’s strategic initiatives.
- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Service - Ability to take care of the customers’ needs while following company procedures.
- Ethics – Ability to be guided by NTCC’s accepted principles of ethical conduct.
- Initiative and Resourcefulness – Ability to act and takes steps to solve or settle an issue.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment and Decision Making Ability – Ability to form sound opinions or make decisions by evaluating available information.
- Leadership – Ability to motivate and guide others to perform in accordance with clear expectations and goals.
• Planning and Organization of Work – Ability to plan, organize staff, direct and control work tasks to meet a specific goal.
• Reliability and Responsibility – Ability to be dependable and trustworthy.
• Skills and Technical Competence – Ability to relate to topics that require an understanding or specialized knowledge pertinent to job needs.
• Team Building – Ability to ensure that team members are invested in team activities and decisions, and that the team works together to achieve a goal.
• Work Under Pressure – Ability to maintain composure when exposed to stress in the workplace

QUALIFICATIONS:

Education: Associate degree. A bachelor’s degree preferred

Experience: At least five years as an Administrative Assistant or related position. Administrative support level experience includes but is not limited to experience with all Microsoft Office business software, coordinating travel and meeting arrangements, and acting as a liaison for the organization to outside constituents.

Skills and Abilities:

a. Knowledge Required – Be familiar with polices and procedures of the college; interest in learning new techniques; basic operation of all office equipment (copier, fax machine, etc.); excellent telephone etiquette; English usage, grammar, business letter writing; editing and proofreading skills.

b. Skills Required – Personal characteristics such as reliability and dependability; work exceptionally well with others; good organizational skills, work independently; be computer literate having the ability to maneuver in various applications and programs such as word processing, spreadsheets, database, graphics, and mail merging; ability to type at least 50 wpm; basic clerical skills and knowledge of basic accounting principles; ability supervise others; ability to organize and prioritize; ability to meet deadlines; ability to solve problems quickly and effectively, ability to work effectively under pressure; ability to follow verbal and written directions and work independently on various tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quite.

Physical and Mental Requirements

Ability to maintain good concentration level while dealing with interruptions; Attention to details, with emphasis on accuracy in data entry; Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans; Walking; standing; good listening skills; frequent stressful conditions; sitting for long periods of time; lack of mental impairment; frequent decision making ability.

This is an inside office position with minimal safety/health hazard potential.
SIGNATURES:

_________________________________________  __________________________
Administrative Assistant to the VP                Date

_________________________________________  __________________________
VP for Administrative Services                   Date

_________________________________________  __________________________
President                                        Date

Job Description Developed: 2009
Reviewed: 9/2009
Preparer: Beth Thompson, Jerry Henry