NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Administrative Assistant to the VP for Student and Outreach Services

**Department:** Student and Outreach Services

**FLSA Status:** Exempt

**Grade/Level:** Admin/Prof Classification I-D

**Work Schedule:**
- Monday - Thursday 8AM - 6PM
- Friday 8AM - 12PM
- Or as assigned by the supervisor

**Job Status:** Full Time

**Reports To:** VP for Student and Outreach Services

**Amount of Travel Required:** As needed

**Positions Supervised:** None

**Contract Length:** 12 months

**PURPOSE:** The administrative assistant oversees the general operations of the office of the Vice President for Student and Outreach Services. This person ensures that the office is run efficiently and that all functions are properly aligned with the mission of the college. Reporting directly to the Vice President, the administrative assistant works independently to perform the following duties:

**MAJOR RESPONSIBILITIES:**

- Assist in building positive relationships with the various administrative departments of the college.
- Consult with SOS departments in the absence of the Vice President to identify any issues or concerns that may require the immediate attention of the Vice President.
- Support the participation of staff in different departmental activities.
- Attend and ensure documentation of all staff meetings called by the Vice President.
- Coordinate all office functions including staffing, training, supervision, supply inventory, and equipment maintenance.
- Coordinate all meetings, conferences, and seminars as directed.
- Participate in the strategic planning efforts of the department under the direction of the Vice President, including gathering and evaluating data.
- Ensure accurate maintenance of department records, including the creation of a paperless environment where possible.
- Maintain and update appointment calendars for the VP of Student/Outreach Services.
- Arrange travel details for the Vice President.
- Ensure the proper distribution of information regarding administrative policies and procedures.
- Sign correspondence, requisitions, vouchers, and other forms on behalf of the Vice President as directed.
- Create spreadsheets, compose correspondence, manage databases, and develop presentations, reports and other documents as necessary.
- Assist in preparing budgets and related financial documents.
- Prepare and process all purchase orders for the Vice President.
- Perform other duties as assigned by the Vice President.
QUALIFICATIONS:

Knowledge required:

- Administrative office skills, methods and procedures.
- Deal effectively and cooperatively with staff and public.
- Extensive English usage.
- Appropriate grammar in both verbal and written communication.

Skills and Abilities:

- Work independently.
- Organize workload.
- Follow directions.
- Know Coordinating Board rules and regulations.
- Work well under stress.
- Operate office equipment.
- Ability to multi-task and manage multiple projects.
- Prioritize projects.
- Meet deadlines in a rapidly changing work environment.
- Resolve department problems independently and facilitate solutions.
- Exercise good judgment.
- Maintain confidentiality.
- Dependable and reliable.
- Exemplary customer service skills.

Physical and Mental Requirements

- Ability to maintain 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
- Ability to lift, carry, or move office materials and supplies
- Walking
- Good listening skills
- Frequent stressful conditions
- Standing and/or sitting for long periods of time
- Frequent decision making ability
- This is an inside office position with minimal safety/health hazard potential.
SIGNATURES:

______________________________________  _______________
Administrative Assistant for VP for SOS  Date

______________________________________  __________________
Vice President for Outreach Services  Date

______________________________________  __________________
President  Date

Job description developed:  2009
Reviewed:  
Revised:  June 28, 2010, by Diana Hall
Prepared by: