

Position: Administrative Assistant
Reports to: Dean of Career and Technical Education
Terms: Full-time, 12-Month
Salary: On scale, Determined by credentials and experience
Starting Date: June 2022

Position Summary:

The Administrative Assistant is responsible for the administrative duties for the Human Resources, Career and Technical Education, and the WTC Foundation. Primary duties include but are not limited to the responsibilities listed below.

Principal Duties and Responsibilities:

1. Handle complex queries and concerns on the telephone, email and in person with confidentiality.
2. Maintain schedules for departments and organize meetings and appointments on calendars.
3. Maintain files and personnel documents.
4. Assist in distribution of materials to staff and students.
5. Data entry for personnel, benefits, and student files.
6. Arrange travel when needed and assist with end of the month reporting.
7. Compile reports as requested for supervisors and assist in the maintenance of tracking systems.
8. Help with the recruitment of new staff and CTE students.
9. Devise and implement new office procedures as necessary.
10. Provide back up support for the college Switchboard Operator.
11. Collect and distribute mail for department staff.
12. Assist with scholarship application and awarding process.
13. Attend required meetings and assist in preparation of meetings for departments.
14. Perform other duties as assigned by supervisor.

Knowledge, Skills, and Abilities:

- The ability to maintain confidentiality in all aspects of the position.
- Possess knowledge of general office practices.
- Possess good organizational skills, computer skills and ability to operate office equipment.
- The ability to understand and carry out oral and written directions.
- Ability to work as a team member, to work under pressure and to multi-task is a must.



- Possess good customer service skills with the ability to answer phones and general questions from students, co-workers, and the public.
- Required to be collegial, respectful, and professional with faculty, staff and students at all times.
- Ability to work full time is essential.
- Workplace attendance is essential for job function.

Qualifications:

- High school diploma or equivalent required, Associate's Degree preferred.
- The flexibility and creativity to handle multiple tasks while working with a diverse set of constituents.
- Experience in human resources or as an administrative assistant preferred.

To apply, please submit via email only:

- A current resume/CV
- A WTC Application (Please do not say "see resume") [Application](#)
- A cover letter – not to exceed 2 pages, that includes a description of how the applicant meets the listed qualifications. The applicant may also include other applicable professional experience.
- Transcripts

Review of applications will begin immediately and continue until the position has been filled. Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to jobs@wtc.edu

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