

Job Title: Administrative Assistant
Reports to: Director of Human Resources
Annual Salary: College Scale (Dependent on education and experience)

Overall Job Responsibilities: The Administrative Assistant is responsible for the administrative duties for the Human Resources department and support for the Career and Technical Education department as well for the 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 files and benefits.
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.
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:

1. The ability to maintain confidentiality in all aspects of the position.
2. Possess knowledge of general office practices.
3. Possess good organizational skills, computer skills and ability to operate office equipment.
4. The ability to understand and carry out oral and written directions.
5. Ability to work as a team member, to work under pressure and to multi-task is a must.
6. Possess good customer service skills with the ability to answer phones and general questions from students, co-workers and the general public.
7. Required to be collegial, respectful and professional with faculty, staff and students at all times.
8. Ability to work full time is essential.
9. Workplace attendance is essential for job function.

Qualifications:

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

Revised 1/14/2019