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| Position: Administrative Assistant - Confidential | Position Number:  |
| Department: Academic Affairs/Business Services    | FLSA: Non-Exempt  |
| Reports to: Sr. Vice President/Vice President     | Salary Grade: 121 |

### **Summary**

Performs a variety of supervisory, technical, and complex secretarial and administrative duties for a Vice President or other senior administrator with substantial secretarial needs. Coordinates and performs administrative projects within the division. Coordinates work flow and support activities for the office and often for related functions (e.g., reprographics).

### **Essential Duties and Responsibilities**

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions. Serves as liaison to legal counsel, accrediting agencies, State offices, and other similar organizations.
- Performs administrative support to special processes such as advisory board meetings, labor negotiations, and special interest group meetings.
- Takes notes and transcribes dictation as assigned. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Receives telephone calls, interviewing callers for purpose, handling routine matters independently, providing information as appropriate, or routing calls to administrators as necessary.
- Arranges public and management meetings as directed. Prepares schedules and informs participants, confirming dates and times. Makes hotel, conference, and travel reservations as directed.
- Attends meetings as assigned, serving as support to the Vice President. Records, transcribes and distributes minutes as directed. May attend meetings acting on behalf of the Vice President. Serves on college-wide committees for special and new programs.
- Maintains committee records, assists in the preparation of departmental reports by gathering and summarizing information from a variety of sources.
- Performs special projects as assigned. Conducts research of libraries, business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
- As assigned, receives, handles and stores confidential information pertaining to the College or assigned division. Maintains confidentiality.

- Maintains budget records and files. Gathers and compiles information required by Vice President for budget development. Independently assembles some or all of the performance and budget information for reporting to advisory boards or external agencies. Monitors active budgets, preparing and analyzing periodic variances of budget-to-actual expenditures.
- Establishes, revises, and maintains filing systems and other clerical procedures and processes to optimize information flow within and outside the division.
- Contacts other departments to obtain information and documents for the supervisor.
- Provides guidance and assigns work to clerical and secretarial staff in the division or department. May provide leadership and coordination for a small work team, a project, program, or grant.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires extensive knowledge of office practices, procedures and equipment, including filing systems, receptionist, and telephone techniques and letter and report writing. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, and proofreading and formatting techniques. Requires well-developed math skills to compute sums, averages, ratios, percentages, and trends. Must be skilled in using various standard office machines, including personal computers with document processing, desktop publishing, database, and spreadsheet applications. Requires sufficient human relations skill to participate in meetings as a representative of the department, to employ interviewing and investigating techniques, and to instruct others.

### ▪ **Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform complex office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of College and division organization, operations, programs, functions and special department terminology to relieve a Vice President (or equivalent) of a variety of administrative details. Requires the ability to guide staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, and the public using tact, diplomacy and courtesy, and in a manner that reflects positively on the division and College.

### ▪ **Physical Abilities**

Requires ambulatory ability to retrieve work materials and relocate to other offices. Requires visual acuity to recognize letters and numbers, hand-arm-eye coordination to keyboard (type) at an advanced rate, auditory ability to speak to individuals and groups in person and over the phone.

- **Education and Experience**

The position requires an Associates degree in secretarial science, business, or a related field, and 6 years of progressively responsible secretarial experience, two of which are in an administrative secretary capacity. Additional experience may substitute for education.

- **Licenses and Certificates**

A valid drivers license.