



Administrative Assistant for Academics Job Description

Job Title: Administrative Assistant for Academics
Job Class: Support
Department: Business & Engineering and Transfer & Public Services
Reports To: Dean of Business and Engineering & Dean of Transfer and Public Services
FLSA Status: Non-Exempt
Compease: Grade 8
Approved By: Vice President of Academic Affairs
Approved Date: 03/09/2021

I. Position Purpose

The Administrative Assistant for Academics will develop a thorough knowledge of the College, academic programs, student support services, and college processes to assist with managing the Deans' offices. This position will support academic leaders as assigned by the Vice President of Academic Affairs.

II. Duties and Responsibilities

PERFORM ADMINISTRATIVE DUTIES TO SUPPORT ACADMEMIC OFFICES: The Administrative Assistant will respond to inquiries from students, employees, high school and business partners, and customers; maintain standards of confidentiality and privacy in accordance with the College, FERPA, student records, and any other protected documentation. This position will assist in managing the course schedule, faculty agreements, curriculum and assessment, advisory board meetings, and other processes and functions of the divisions. Other tasks include creating reports and correspondence, updating program materials, coordinating travel, managing calendars, scheduling meetings and events, preparing and maintaining meeting minutes.

PROVIDE PROGRAM SUPPORT: The Administrative Assistant greets visitors, answers and routes phone calls to serve the needs of students and faculty; coordinates the student evaluation process; maintains and organizes academic documents, files, and records; assists with classroom evaluations; maintains office supplies and equipment including inventory, distribution, and requisitions.

SUPPORT STUDENTS TO ADVANCE STUDENT SUCCESS: The Administrative Assistant assists with student registration; provides information for students regarding scheduling and advising; assists students in finding appropriate resources at the college.

ENGAGE IN COLLEGE AND COMMUNITY SERVICE: The Administrative Assistant will serve on committees and collaborate with education institutions and professional organizations for development and to share best practices; participate in recruiting, enrollment, and retention events; serve on College committees and perform other job-related duties as assigned.



DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The Administrative Assistant will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Minimum of an Associate's Degree in Office Administration or related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation
- Minimum of three years of experience in office administration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).