

## **Job Description**

Title: Administrative Assistant

CBA Position: KCSS

Department: Career Center

Reporting Manager: Career Center Coordinator

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B21

Band Range: \$31,677 - \$44,348

FY14 Budget: VACANT

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

### **Job Summary:**

Provide clerical and administrative assistance to the Career Center Coordinator and oversee daily operations of the office and student computer lab areas.

**Supervisory Responsibilities:** None, but may provide direction to student workers

### **Minimum Qualifications/Basic Job Requirements:**

- High School Diploma or equivalent
- 1-3 years of experience working in an office setting

### **Illustrative Examples of Essential Functions:**

- Process, organize, and retain essential documents and records of division
- Assist students and community members in utilizing the resume writing and job search tools and resources of the Career Center
- Process the receiving of divisional daily correspondence
- Maintain and update the job board for Student Workers
- Provide general clerical and administrative support to the Career Center Coordinator and staff
- Support the Career Center staff by serving as an initial point of contact for faculty, students, staff, and members of the public by receiving visitors at the front desk, answering phones, or responding to other correspondence as necessary
- Provide additional administrative and clerical support to the department as assigned by the Director

### **(Core Competencies) Knowledge, Skills, and Abilities:**

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014