

Job Description

Title: Administrative Assistant to Dean
Student Services
CBA Position: KCSS
Department: Student Services
Reporting Manager: Nancy Partch
Direct Reports: NA
FLSA: Non-Exempt

Salary Band: B23
Band Range: \$36,551-51,172 (FY15)
FY15 Budget:
Account Number: 01-3010-1713-5106001
ICCB Class:
KC Status (Class): Support Staff

Job Summary:

This position is responsible to the Dean of Student Services, and will perform confidential administrative support work, exercise independent judgment; interpret and explain procedures; implement processes to ensure the proper functioning and information flow of the Dean office; process administrative matters not requiring the immediate attention of the Dean.

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 3-5 years of experience working in an office setting

Illustrative Examples of Essential Functions:

- Provide administrative secretarial support to the dean with the ability to provide excellent customer service to a diversity of students, staff, faculty, and the Kishwaukee College community.
- Assist the dean with managing the confidential judicial process with coordination of documentation, correspondences, scheduling investigative appointments and maintaining discipline, incident, threat assessment and student complaint records.
- Remain current concerning problems, situations, and conditions of special interest to the dean; exercise independent judgment concerning matters requiring the dean's attention to assure timely action.
- Manage scheduling and room procurement for student appointments, monthly departmental coordinator meetings, committee meetings and college events specific to the dean's office.

- Provide assistance as the point of contact for the division offices by answering general questions from faculty, staff, students, and members of the public and take action as appropriate.
- Responsible for input of class sections into college data system and processing documentation and grades for all CSD courses in the Student Services division.
- Coordinate paperwork for contracts and payroll for full time and adjunct faculty teaching CSD courses.
- Compile data for a variety of required reports; order and maintain office supplies; prepare special reports and contracts as necessary; gather and prepare budgeting and expenditure data.
- Maintain office portal page to reflect current information and access to documents related to the code of conduct, student complaints, threat assessment referrals and registration calendar.
- Provide back-up for the Vice President's secretary and clerical support for departments reporting to the dean.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

1. Ability to develop and maintain effective working relationships involving appropriate interactions and communications in person, by phone, e-mail or correspondence with students, staff, faculty and others from diverse backgrounds on a regular, on-going basis.
2. Possess excellent organizational skills
3. Ability to effectively manage multiple and competing priorities
4. Self-initiative and ability to work independently
5. Ability to prioritize work and perform effectively under pressure on a variety of tasks concurrently, while meeting established deadlines and changing priorities.
6. Familiarity of student judicial procedures.
7. Knowledge of FERPA regulations and confidentiality of student records.
8. Commitment to the philosophy and mission of the community college.
9. Familiarity and experience with student management systems.
10. Proficient in Microsoft Word, Excel and PowerPoint.

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.

10/2014