

Job Description

Title: Assistant Facilities Coordinator
CBA Position: KCSS
Department: CBDCE
Reporting Manager: Facilities Coordinator
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B21
Band Range: \$31,677 - \$44,348
FY14 Budget:
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:

Provide clerical and administrative assistance to the Facilities Coordinator and staff of the Center for Business Development and Continuing Education.

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:

- Assist with the processing of all facility reservations for internal and external customers.
- Coordinate with internal and external parties when reserving rooms to refer, or assist with room set up; banquet or catering functions; and audio / video needs are met.
- Support the CBDCE 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 Coordinator.

(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