

Job Description

Title: Administrative Assistant

CBA Position: KCSS

Department: Admissions

Reporting Manager: Director of Admissions

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B21

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

FY14 Budget: \$41,462.88

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

Provide clerical and administrative assistance to the Director of the Department. Provide basic support services in departmental processing of applications, transcripts, dual credit applications and other clerical duties

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 and record admission documents from students
- Process the receiving of departmental daily correspondence
- Support Admissions 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
- Assist students with accessing their admissions and records materials
- Process transcript requests as necessary
- Help with activities related to Admissions, Registration, and Records such as College Night, Graduation, and others as assigned by the Director of Admissions, Registration and Records.
- 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