

## Job Description

Title: Administrative Assistant

CBA Position: KCSS

Department: IT

Reporting Manager: Director of IT / CIO

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B21

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

FY14 Budget: \$37,740

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

### Job Summary:

Provide clerical and administrative assistance to the Director of IT. The Administrative Assistant assist with data processing activities, manage the stock and distribution of supplies, prepare purchase orders, organize invoices for payment, schedule and oversee IT student worker assignments..

**Supervisory Responsibilities:** None, but may provide direction to part time and 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 coordination of the daily activities of the department
- Provide reception functions and general clerical and administrative support to the department
- Coordinate work activities of part time or student worker staff
- Maintain the appropriate level of inventory for departmental and computer lab supplies
- Assist with the processing of data into the College enterprise resource planning system
- Provide additional general clerical and administrative 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