

Job Description

Title: Administrative Assistant Office of Instruction	Salary Band: B23
CBA Position: KCSS	Band Range: \$37,886-\$53,238
Department: Instruction	FY18 Budget: \$
Reporting Manager: Dean of BCT	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

Provide clerical and administrative assistance to the Dean of BCT. Provide support in divisional processes to help aid faculty, students, and other Office of Instruction staff. Assist the Office of Instruction with preparation and retention of records, reports, courses, contracts, payroll, and other activities as assigned. Work with Instructional Deans, Associate Deans, Teaching Chairs, and other staff with projects and events.

Supervisory Responsibilities: None

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent/Preferred AAS in Office Systems or related field
- 3-5 years of experience working in an office setting

Illustrative Examples of Essential Functions:

- Organize, maintain, and retain relevant division records for Dean of CTE, Deans, faculty, staff.
- Provide assistance as a team member within the office of instruction by answering general questions from faculty, staff, students, and members of the public
- Process and respond to correspondence
- Assist in the processing of faculty and staff requests such as basic accounting for divisional procurements, processing of confidential documents, and other operational processes
- Assists in coordination of workflow for student employees
- Provide support in office processes and requests of faculty, students, and staff
- Assist Dean of CTE with other activities as assigned

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general 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.

01/2019