

## Job Description

Title: Administrative Assistant	Salary Band: B21
CBA Position: KCSS	Band Range: \$31,677 - \$44,348
Department: Continuing Education	FY14 Budget: \$39,244.20
Reporting Manager: Director of Cont. Ed.	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 Director of 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:

- Process, organize, and retain essential documents and records of department
- Process the receiving of departmental daily correspondence
- Provide general clerical and administrative support to the Director of Continuing Education and staff
- Assist in the development of course offerings and the publication of the CE Course Book
- Support the CE staff by serving as an initial point of contact for faculty, students, staff, and members of the public, answering phones, processing CE phone registrations, or responding to other correspondence as necessary
- 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