Job Title: Administrative Assistant to Vice President

Job Code: 61834

JOB SUMMARY

The Administrative Assistant to Vice President is responsible for a variety of administrative support functions to assist the vice president of a college.

MAJOR DUTIES

Performs and completes variety of tasks and assignments associated with support functions for a Vice President of an assigned department;
Monitors use of and maintains supplies, equipment and/or facilities for assigned department;
Enters data from forms, records, reports and/or other sources into computer for purposes such as maintaining databases. Uses complex software (e.g. database, spreadsheet, and graphics) as a tool for performing clerical assignments. Completes incidental typing assignments, such as typing routine documents, performing mail merges, and creating labels;
Coordinates meetings and management activities;
Performs and completes administrative tasks and assignments which may include budget, procurement, contracts, inventory control, personnel, safety, security, records, etc.;
Directs and supervises clerical interns and/or work study students assigned to the department;
Participates in special projects and committees as directed by the supervisor.

COMPETENCIES

Skill in customer service, interpersonal relations and serving the public
Skill in the use of computers and job related software
Skill in basic conflict resolution
Skills in oral and written communication
Knowledge of modern office practices and procedures
Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
Ability to prioritize and schedule tasks to meet deadlines and objectives

MINIMUM QUALIFICATIONS

Bachelor’s degree *and* One (1) year of work related experience

OR

Associate Degree in Business Administrative Technology *and* Two (2) years of work related experience
Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.