

ADMINISTRATIVE ASSISTANT, COUNSELING CENTER

GENERAL STATEMENT:

Perform duties of a routine or semi-routine nature within the counseling center.

REPORTS TO:

Director of Guidance Services

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

One (1) year work experience in the secretarial field.

OTHER:

Good computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate office equipment; Must have good public relations skills and the ability to work well with other employees.

DUTIES AND RESPONSIBILITIES:

- Type correspondence memoranda, reports, etc., from handwritten or typed copy.
- Establish and maintain filing and recordkeeping system for department records.
- Maintains stock of office supplies, including monitoring inventory and reordering as required.
- Interviews, trains, and assists in supervising student assistants.
- Keeps records and schedules for student assistants payroll reports.
- Performs receptionist duties such as greeting visitors, answering inquiries, screening telephone calls, and routing incoming calls and mail.
- Makes posting entries to various departmental records and prepares reports involving tabulation of posted data and simple arithmetic calculations.
- Checks details on a variety of documents, reports, forms, etc., for accuracy and completeness.
- Operates various office machines such as typewriters, calculators, copiers, CRT terminals, etc.
- Process and coordinate all admission information on incoming freshmen students registering for/attending freshman orientation sessions in the summer.
- Coordinate information with list of university representatives that will be attending College Day in the Fall.
- Assist students with scheduling classes, or making any changes needed (add/drops).
- Scan and image all drops, schedules, changes, etc. for the Counseling Office.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 06/20/96

Revised: 12/1/11

JD240