

## **ADMINISTRATIVE ASSISTANT, SCHOOL RELATIONS**

### **GENERAL STATEMENT:**

Performs duties in compiling data and operating office machines of a routine or semi-routine clerical or secretarial nature.

### **REPORTS TO:**

Director of School Relations

### **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:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Enter transcript evaluations on the computer and follow proper steps to be checked and filed.
- At the end of each semester, mail letters to students who applied, but did not enroll.
- Keep a running list of students needing schedules each semester and type address labels so that schedules can be mailed as soon as they are printed.
- Mail recruiting letters to prospective students in a timely fashion.
- Check recruiting list of prospective students who did not enroll in the fall semester and follow-up with a postcard or letter.
- Respond to college day/night invitations.
- Pull all college day/night folders for counselors a week before visits. Put with counselor packets, visitation reports, and gifts for that week's schools.
- Make sure visitation reports are filled out for all schools visited when counselors return and send thank-you letters to schools visited.
- Sort recruiting cards by senior, junior, sophomore, and non-student. Mark the high school code, the code for interest letters, and enter into the computer.
- Mail follow-up letters for each recruiter.
- Update visitation report monthly.
- Have computer center print labels for bulk mailings: special edition, junior, senior, non-student, and catalogs.
- Assist in preparations for Career Day.
- Respond to all incoming mail and telephone requests on a daily basis.
- Be prepared to give campus tours when director not available.
- Do end of the month report for high schools visited.
- Keep daily log for high schools visited after recruiter returns.
- Make copies of recruiting cards for special interest from students to give to specific departments. Send computer print-out to departments.

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- Do follow-up on changes in personnel for schools in our service area.
- Alternate lunch hours with student services secretary.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*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: 02/08/95*

*Revised: 8/24/11*

JD247