

**ADMINISTRATIVE ASSISTANT TO THE ASSISTANT VICE PRESIDENT OF
INSTRUCTION FOR WORKFORCE EDUCATION AND BUSINESS
RELATIONS/DIVISION CHAIRPERSONS**

GENERAL STATEMENT:

Assist the assistant vice president of instruction for workforce education and business relations/division chairpersons.

REPORTS TO:

Assistant Vice President of Instruction for Workforce Education and Business Relations

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Associate degree preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Three (3) years experience in the secretarial field; Experience in higher education preferred.

OTHER:

Computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate all office equipment; Good public relations skills.

DUTIES AND RESPONSIBILITIES:

- Request and distribute information to instructors and division chairpersons who answer to the assistant vice president of instruction for workforce education and business relations.
- Maintain and keep room schedules and instructor's schedules.
- Type certificates for workforce students in certificate programs and turn them in to appropriate offices for processing.
- Assist in preparing budget requests for new year.
- Keep records of activities and minutes of advisory committees of all departments.
- Keep and maintain records of all full-time and part-time workforce instructors and turn in to the proper offices for processing.
- Prepare overload information for all full-time and part-time workforce instructors.
- Print and distribute budget information as needed.
- Turn in sick leave, vacation leave, and personal days taken by staff who answer to the assistant vice president of instruction for workforce education and business relations.
- Distribute evaluation forms and turn in to vice president for instruction.
- Assist in catalog and syllabi updates.
- Turn in end-of-semester paperwork as needed to vice president for instruction.
- Turn in and maintain copies of all correspondence with Texas Higher Education Coordinating Board.
- Process and return all computer generated information needed by Texas Higher Education Coordinating Board.
- Assist in preparation of Carl Perkins bid each year.
- Update and keep records of all students on Carl Perkins grant for all campuses.
- Assist Carl Perkins students in finding available workstudy jobs on campus.

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- Turn in and maintain copies of time sheets for workstudy students under Carl Perkins grant.
- Assist in processing of day-care statements for students under Carl Perkins grant and maintain contact with area day-care centers.
- Process and maintain equipment purchases on Carl Perkins grant with all campuses.
- Keep records of concurrent high school students and work with counselors as needed.
- Distribute Book Voucher Forms and work with bookstore on Carl Perkins book purchases.
- General office duties: typing, filing, making copies, answering telephones.
- Other duties as assigned by the assistant vice president of instruction for workforce education and business relations or other 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

Approved: 02/08/95

Revised: 03/05/07

JD112