

## **ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT OF INSTRUCTION**

### **GENERAL STATEMENT:**

Provide secretarial support to the vice president of instruction.

### **REPORTS TO:**

Vice President of Instruction

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

### **FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years work experience in the secretarial field; Work experience in an educational environment; Work experience at the college level preferred.

#### **OTHER:**

Computer and word processing skills; Knowledge of and experience with current software programs; Good organizational and communication skills; Ability to operate all office equipment; Accounting experience; Good public relations skills.

### **DUTIES AND RESPONSIBILITIES:**

- Provide secretarial support for the vice president of instruction.
- Check all incoming purchase requests to insure that the accounts have adequate funds for payment.
- Prepare copies of transcripts for evaluation by the Admissions Committee; keep records of results of committee meetings.
- Prepare cumulative lists of part-time and overload payroll.
- Maintain part-time instructor's personnel records/file.
- Assist payroll with full-time instructor's payroll distribution.
- Prepare an Overload Profile listing.
- Build, change and update schedules each semester.
- Keep records of minutes and objectives turned in by standing committees.
- Maintain a copy of the room schedule.
- Request and distribute printouts as necessary.
- Assist in the distribution and processing of evaluation forms.
- Assist with catalog changes each year.
- Keep a record of catalog distribution and number of catalogs remaining.
- Other duties as assigned by the vice president of instruction or other 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*

*Approved: 02/08/95*

*Revised:9/11/06*

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