

ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT OF STUDENT SERVICES

GENERAL STATEMENT:

Performs advanced level secretarial support duties in support of College to vice president of student services.

REPORTS TO:

Vice President of Student Services

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Four (4) years work experience in the secretarial field.

OTHER:

Data entry skills, ability to type 50 wpm net, experience with current Microsoft office products including internet and e-mail.

DUTIES AND RESPONSIBILITIES:

- Answer telephones for vice president for student services, housing, and foreign student office; screen calls and make appointments for vice president of student services.
- Keep records current on dormitory residents; correspond with potential residents; accept dormitory deposits; make dormitory assignments; keep accurate account of meal tickets issued.
- Type correspondence and send information to potential foreign students; keep SEVIS records current; make sure each foreign student has current hospitalization insurance; complete and submit government required forms for foreign students.
- Prepare purchase orders, check for arrival of ordered goods, and forward properly signed invoices to the business office.
- Keep records on student services personnel absences, vacation, and travel.
- Act as liaison between College and general public; College personnel and College students; student services departments and other College employees; student services office and other student services departments.
- 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

Approved: 02/08/95

Revised: 7/9/03

JD119