

ADMINISTRATIVE ASSISTANT TO THE DEAN OF COMMUNITY SERVICES

GENERAL STATEMENT:

Serves as administrative assistant to the dean.

REPORTS TO:

Dean of Community Services

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Post secondary training preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Experience in office administration. Word processing, computer and general office skills. Able to type 35 wpm net.

OTHER:

Good public relations and communications skills. Must be flexible.

DUTIES AND RESPONSIBILITIES:

- Perform secretarial and organizational task for the dean.
- Manage the departmental website.
- Coordinate the department's marketing tasks.
- Manage the department's front office.
- Manage the department's Image Now processes and Image Now staff development.
- Receive and receipt monies.
- Register students for classes and assist with registration activities.
- Assist with supplies and materials.
- Manage record keeping, files and filing systems.
- Assist with reporting and communication with outside entities.
- Manage purchase orders, accounts payable, invoicing, and refunds.
- Assist with the development of departmental schedules (layout, proofing, distribution).
- Coordinate with other TVCC campuses and departments as necessary.
- 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: 02/08/95

Revised: 10/25/11

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