

## **ADMINISTRATIVE ASSISTANT TO THE DEAN OF DISTANCE LEARNING**

### **GENERAL STATEMENT:**

Provide secretarial support for the distance learning office.

### **REPORTS TO:**

Dean of Distance Learning

### **OCCUPATIONAL GROUP:**

Secretarial and clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED.

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

None

#### **EXPERIENCE:**

Two (2) years office experience; Experience in an educational environment preferred. Experience with distance learning preferred.

#### **OTHER:**

Good computer/word processing and typing skills; Minimum of 50 wpm net required. Good organizational and telephone skills; Ability to operate office equipment; Must have good public relations skills and the ability to work well with other employees; Knowledge of Microsoft Office 2003 or 2007.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for assisting in all aspects of distance learning.
- Responsible for obtaining syllabus for hybrid and internet courses each semester. Maintain syllabus records, making copies for satellite campuses and for registration.
- Assist with answering telephone calls for distance learning.
- Assist Dean of Distance Learning as contact for BB/WEBCT Helpdesk.
- Responsible for keeping up with incoming and outgoing faxes for distance learning.
- Responsible for organizing and paying all invoices from Host Colleges.
- Responsible for enrolling students into Host Colleges on VCT. Making sure the course is available, if not then doing the necessary steps to have the course approved.
- Responsible for assigning a section number to the Host Course and getting the section number to the student as well as the counselors on other campuses.
- Maintain records for VCT Colleges. Responsible for adding courses, section numbers, titles, instructor's names and syllabus to VCT courses for every semester.
- Assist BB/WEBCT instructors in creating and maintaining their courses.
- Batch upload all students into BB/WEBCT database as needed.
- Keep up with the Xerox paper used for the Gibbs Academic Building.
- Order copier paper as needed.
- 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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 07/09/03*

*Revised: 03/24.08*

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