

**ADMINISTRATIVE ASSISTANT TO THE ASSISTANT VICE PRESIDENT OF
INSTITUTIONAL PLANNING, RESEARCH, AND EFFECTIVENESS**

GENERAL STATEMENT:

Provide administrative assistance to the office of the Assistant Vice President for Institutional Planning, Research, and Effectiveness.

REPORTS TO:

Assistant Vice President for Institutional Planning, Research, and Effectiveness.

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Associate degree or above preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Three (3) years of office experience. Experience in an educational environment is preferred.

OTHER:

Excellent knowledge in business communications, spelling, punctuation, office procedures and excellent proofing skills. Ability to organize and set priorities, maintain records, interpret and prepare reports and compose memoranda and letters. First-rate communications and public relations skills and the ability to work well with other employees are essential.

DUTIES AND RESPONSIBILITIES:

- Manage office activity independently and make decisions in line with departmental processes.
- Manage incoming communications, correspondences, records, files and reports for the office.
- Ascertain the nature of inquiries and direct students, faculty, and staff to the appropriate departmental resource.
- Use appropriate technologies for the preparation, compilation and distribution of presentation materials for the department.
- Responsible for creating and updating website content.
- May represent department with internal staff, outside agencies, contacts, other colleges, etc. and coordinate other activities.
- Prepare sensitive reports that may have high visibility/impact, analyze information and make suggestions for improvements.
- Assist with the implementation of research projects in support of the department.
- Record minutes at departmental and other meetings.
- Create, maintain, and update an effective records management system for all office functions (including personnel absences, vacations, official communications, reports, and other important documents).
- Maintain documentation of progress towards departmental goals.
- Maintain schedule of the Assistant Vice President; arrange travel schedules and reservations.
- Assist in the preparation and maintenance of departmental budgets.
- Coordinate departmental purchasing processes with the Business Office, including securing PO's, documenting invoices, and ensuring timely payment.

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- Supervise work-study students for the department.
- Contribute to the effective team management of all relevant problems, issues and opportunities.
- Other duties as assigned by 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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 8/31/09

Revised 8/11/09

JD370