



Trinity Valley Community College

Job Description

Administrative Assistant

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serves as administrative assistant and provide administrative support to the department or division of the college.

REPORTS TO:

Department or Division Supervisor

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED.

PREFERRED:

Associate's degree or certificate

EXPERIENCE REQUIRED:

Two (2) years' work experience as in a general office environment.

PREFERRED:

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|------------------------------|
| • Typing/Data Entry | • Public Speaking/Presenting |
| • Computer software proficiency – Microsoft Office | • Basic Math |
| • Written and oral communication | • Attention to detail |
| • Interpersonal and/or customer service skills | • Time management |
| | • Organization |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Perform receptionist duties such as greet visitors, answer inquiries, screen telephone calls, and route incoming calls.
- Perform office duties in support of faculty, staff, and/or student efforts, including, submitting budget adjustments/requests, invoicing, scheduling, maintaining files, processing mail, and all other clerical duties as assigned.
- Gather, analyze, and enter data, to produce routine/special reports and documents.

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



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- Maintain office supplies
- Assist in supervising student assistants, as needed.
- Maintain office equipment, and notify IT of equipment malfunctions or issues.
- Maintain confidentiality of student information and records as required by FERPA.
- Assist in implementing and maintaining current/future departmental or college software.
- Assist with web content for designated area, as needed
- Work assigned schedule and comply with the timekeeping policy
- Perform all other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Balancing, reaching, standing, walking, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, repetitive motions, and computer work.
- Subject to: Stooping, pulling, and sedentary work.
- May need: Crouching, pushing, and light work.
- Occasionally need to: medium work

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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: 7/18/01

Revised: 9/13/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1232
DBM:	A	Travel Required:	None
IPDEDS/SOC CODE:	43-6014	Employment Status:	Full-Time
SALARY GRADE:	130	Length:	12 mo.
FUND:	001	TRS POS. CODE	TRS 01

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