

## **ADMINISTRATIVE ASSISTANT, PALESTINE CAMPUS**

### **GENERAL STATEMENT:**

Assist the provost in the attainment of the educational objectives of the institution.

### **REPORTS TO:**

Provost, Palestine Campus

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

### **FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

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

None

#### **EXPERIENCE:**

Three (3) years recent work experience in a business office setting.

#### **OTHER:**

Good communication skills; Demonstrated skills at meeting and greeting the public; High degree of computer proficiency.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as promoter and organizer of community service classes on the Palestine Campus through registration of students, collection and depositing of fees, and maintenance of records. Making sure that all needed supplies and forms are available in the class or in the possession of the instructor before the first class day.
- Develop postings for continuing education publicity. Keep current class fliers in racks. Deliver booklets to area businesses and mail requested information to potential students. Update hall sign with current information.
- Send schedule of classes to local advertising media and supply TVCC offices with current lists at the beginning of each semester.
- Serve as bookstore clerk on the Palestine Campus. Maintain records of daily cash and charge receipts, deposits, and departmental charges. Maintain inventory through cooperation with bookstore manager on the Athens Campus, which includes pricing, stocking, ordering, and refunds. Conduct book buyback each semester.
- Supply Palestine offices with current book price lists.
- Work closely with financial aid officer in maintaining proper records (charge accounts) for the student during registration. Make computer entries for all financial aid purchases and hand-written charge tickets for some. Reconcile daily computer report with tickets.
- Assist instructors in obtaining books and supplies. Record all purchases on charge ticket with instructor's signature. At the end of the month send to bookstore manager at Athens Campus.
- Answer incoming calls concerning all aspects of College operation and routing to appropriate personnel.
- Route incoming students and visitors to appropriate offices and classes.
- Provide complete and accurate information in the conduct of College business.
- Assist with physical plant organization for registration on the Palestine Campus.

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- Maintain campus facility calendar and classroom schedule for the Palestine Campus which includes classroom usage for each semester and use by outside agencies.
- Assist with answering incoming telephone calls. Provide answers to questions regarding all aspects of College procedures: registration, admission, dropping and withdrawal, and community services.
- Provide College services at the business office window by answering questions regarding all aspects of College operations. Operate system computer, collect money for various College functions, assist with daily bank, posting, etc.
- Order office supplies for instructors and office personnel and keep inventory of all College forms.
- Record and collect grade sheets, class rolls, first-day handouts, and other instructional materials.
- Assign workstudy students in various departments with supervisor's agreement and collect and send their time sheets to payroll department. Maintain workstudy student records, copies, and pertinent documentation.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- 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: 02/08/95*

*Revised: 01/24/2018*

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