

EXECUTIVE ASSISTANT I, PROVOST, TERRELL CAMPUS

GENERAL STATEMENT:

Serve as general clerk/secretary at the Terrell Campus.

REPORTS TO:

Provost, Terrell 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; high degree of computer proficiency including Microsoft Office; Demonstrated skills at meeting and greeting the public; Able to type 40 wpm/net.

DUTIES AND RESPONSIBILITIES:

- General Secretarial Duties:
 - front desk reception and greeting
 - reception/telephone
 - route telephone calls
 - take messages
 - general typing and correspondence
 - general front desk information
 - stock information bins
 - mail catalogs/enrollment information
 - inventory and order of general supplies
- Maintaining Personnel Files:
 - collect work packet documents for new Terrell Campus employees
 - maintain personnel records on Terrell Campus employees
 - process time sheets on Terrell Campus employees
 - type and collect Special Assignment Agreement Forms
 - disseminate and collect class rolls and grade sheets
- Accounts Payable:
 - process invoices for payment and maintain vendor files
 - maintain budget tracking files
- Accounts Receivable (receipts and deposits):
 - receive miscellaneous receipts/campus monies
 - general deposits
 - tickets and fines
 - graduation fees
 - process vending monies
 - balance cash drawer
 - deposit receipts

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- end-of-month report/balance
- Bookstore:
 - maintain book inventory; stocking and ordering
 - liaison with Athens Campus bookstore
 - organize semester book buy-back
 - money payout
 - inventory and record keeping
 - balance and return
 - order instructor materials and maintain updates
- Continuing Education:
 - provide public with information concerning non-credit classes
 - mail schedules
 - post notices/mail out information
 - schedule classrooms and setups
 - maintain files
 - process tuition and fees
- Registration:
 - inventory and order registration supplies
 - assist in registration process as necessary
 - balance and deposit tuition monies
 - Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to lift and carry up to 40 pounds.
- Entails walking, standing, bending reaching, and sitting for long periods.
- May require irregular evening hours.

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: 09/27/96

Revised: 10/25/11