

ADMINISTRATIVE ASSISTANT, STUDENT PATHWAYS

GENERAL STATEMENT:

General responsibility for the purpose of maintaining the operation of the Advising Office, performing daily duties of a routine or semi-routine nature.

REPORTS TO:

Director of Student Pathways

OCCUPATIONAL GROUP:

Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High School diploma or GED, associate degree preferred

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

One (1) year work experience in the administrative assistant field.

OTHER:

Good public relations, verbal and non-verbal written skills, and must have Microsoft Office skills.

DUTIES AND RESPONSIBILITIES:

- Establish and maintain filing and recordkeeping system for department records.
- Maintains stock of office supplies, including monitoring inventory and reordering as required.
- Interviews, trains, and assists in supervising student assistants.
- Performs receptionist duties such as greeting visitors, answering inquiries, screening telephone calls, and routing incoming calls and mail.
- Makes posting entries to various departmental records, such as daily student visits, and prepares reports involving tabulation of posted data and simple arithmetic calculations.
- Operates various office machines such as calculators, copiers, CRT terminals, scanners, printers, etc.
- Process and coordinate all admission information on incoming freshmen students registering for attending freshman orientation sessions in the summer.
- Coordinate information with list of university representatives that will be attending College Day in the fall.
- Maintain record and schedule for visiting universities/colleges to our campus.
- Scan and IMAGE all drops, schedules, changes, etc. for the Advising office.
- Assist in administering interest tests and assisting students in online computer center.
- Assist both Academic and Workforce advisors as needed.
- Maintain confidentiality of student information and records.
- Assist in creating, updating, and maintaining Student Services webpages and social media sites.
- Other duties assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening and weekend hours.

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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.

Employee's Signature

Date

Supervisor's Signature

Date

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

Approved: 10/1/2015

Revised: 11/12/2015

JD641