

## **Administrative Assistant to Career and Transfer Services**

### **General Description of the Position:**

The Administrative Assistant works with students, alumni, faculty, staff, and members of the community as they seek assistance from the Office of Career and Transfer Services. This individual must be courteous, helpful and demonstrate a personal and professional ability to work as an effective member of a team.

### **Responsibilities and Duties of the Position:**

1. Assist the director with the operational activities of the Career Center.
2. Greet and assist students in the Career Center.
3. Serve as a receptionist which includes answering phones, answering emails, taking messages, and making appointments.
4. Provide office support to include typing, filing, copying, and preparing mailings.
5. Assure that resources, desk areas, and the center are easy to use and in proper order.
6. Assist with managing, coordinating, publicizing Career Center activities.
7. Assist in presenting various career related topics including exploring majors/careers, resume building, and job search skills to various classes.
8. Support students by facilitating, promoting and coordinating contacts with employers, recruiters, transfer institutions and other resources.
9. Assist students with career exploration and job search, resume writing, interviewing assistance and school applications.
10. Advise students on job openings, job interview workshops, career fair opportunities.
11. Assist in cultivating relationships with local, regional, and national employers to further employment opportunities offered to students and employer participation in career-related events.
12. Assist the director in collecting, tracking, and producing reports that analyze Richmond Community College employment opportunities for students.
13. Other duties (Willingness to accept and fulfill additional assignments.)

**Minimum Education and Experience:** Bachelor's degree preferred; Associate required plus applicable work experience. Computer experience required.

**Knowledge, Skills, and Abilities:** Must possess above average skills in keyboarding, filing, and computer operation. Computer experience to include Windows and Microsoft Office Suite of programs. Must demonstrate good communication skills. Understanding of and commitment to the unique nature and role of the community college with special reference to the total fulfillment of the open door policy. Understanding of and commitment to the mission and vision of Richmond Community College.