

# **Richmond Community College**

## **Job Description**

### **Position Title: Administrative Assistant to the Executive Vice President**

**General Description:** The Administrative Assistant to the Executive Vice President is responsible for such duties as general accounting, word processing, filing, report preparation, receptionist duties, general correspondence/distribution duties, meeting arrangements, serving on selected RCC committees, preparation of special projects, handling all other projects/assignments as requested. Works with minimal supervision and handles routine matters independently.

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

1. Typing, filing, and report preparation.
2. Serve as receptionist for the Business Office.
3. Responsible for filing system for the documentation of information collected by the Vice President.
4. Arrange meetings, schedule appointments, and keep a limited calendar on the Vice President's daily activities.
5. Gather materials, to include Internet searches, to assist the Vice President with the preparation of reports as needed by the College, the NC Community College System, and the State of NC.
6. Maintain up-to-date collection of administrative memoranda, policies, etc. from NCCCS, State Construction, and the RCC Board of Trustees.
7. Serve as a backup to distribute the incoming RCC mail.
8. Assist during registration, including overtime work as necessary.
9. Serve on selected College committees as assigned and handle any responsibilities as assigned by the committee.
10. Handle/receipt incoming checks and other monies as required.
11. Prepare daily bank deposits and route to appropriate bank destination.
12. Perform internal controls and document review as required by the EAGLE process.
13. Assist with journal entries and coding of requisitions and travel as needed.
14. Be prepared to serve as a back-up, in a limited capacity, to other Business Office functions.
15. Create and update various business office and personnel forms (paper and/or electronic versions) as needed.
16. Assist the Personnel Director as time permits.
17. Assist the President's office as necessary.
18. Handle sensitive student, employee, and business information with confidentiality and discretion.
19. Manage key program and the distribution of keys.
20. Electronically report New Hire information to Raleigh and enter I-9 forms electronically with E-verify.
21. Other duties. (Willingness to accept and fulfill additional assignments.)

**Position Qualifications:****Knowledge, Skills and Abilities:**

Must possess above average skills in keyboarding, filing, and computer operation. Intermediate knowledge of accounting and accounting skills required. Computer experience to include Windows and Microsoft Office. Demonstrated keyboarding skills as well as knowledge of filing rules. Must be able to work independently with minimal supervision. Must demonstrate good communication skills, deal effectively with RCC staff and the general public, and handle confidential information in a professional manner.

**Minimum Education and Experience:**

Associate degree in Accounting, Office Administration, Business Administration, or a related field. Three years of applicable office work experience preferred. Applicant must have completed the Work keys Skills Assessment and scored at least a minimum of: Applied Mathematics – 4, Locating Information – 4, Reading for Information – 5.

**Salary Grade:** RCC Pay Plan Level 7

**Location:** DeWitt Computer Technologies Center

**Questionnaire for**  
**Compliance with Americans with Disabilities Act**  
**Interview guide for collecting job analysis information**

**Job Title:** Administrative Assistant to  
the Executive Vice President  
**Division:** Administration  
**Location:** DeWitt Building  
**Supervisor's Title:** Executive Vice  
President

**Department:** Clerical  
**Shift:** 8:00 - 5:00

**1. General Purpose of Job.** Briefly describe the job's primary purpose or contribution to the department or organization.

To provide secretarial assistance to the Executive Vice President.

**2. Duties and Responsibilities.** List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

Secretarial duties such as word processing, filing, scheduling meetings, setting up appointments, maintaining a calendar, answering telephones and taking messages for the Business Office.

Gathering materials and preparing reports, preparing and maintaining Board materials. Assisting in registration activities, serving on selected committees, and other duties as assigned. Handling sensitive information with confidentiality.

**3. Supervisory Responsibilities.** If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

None.

#### 4. Physical Demands:

**4A.** How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4B.** Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4C.** Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

**4D.** Make notes on the specific job duties that require the physical demands selected above.

Mailing books to outside agencies and taking them to the mailroom. Vision requirements are for computer work which occupies much of the day.

**5. Work Environment:**

**5A.** How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Amount of Time		
		Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5B.** How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

**5C.** Make notes on the specific job duties that are affected by the environmental conditions selected above.

**6. Comments.** Include any other information that will aid in the preparation of an accurate description of this job.

**7. Questionnaire prepared by:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

## **Exposure Determination for Bloodborne Pathogens**

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

### **\_\_\_\_\_ CLASSIFICATION I**

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

### **\_\_\_\_\_ CLASSIFICATION II**

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

### **\_\_\_\_\_ PERSONNEL NOT COVERED BY THE STANDARD**

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.