

Seward County Community College
Structured Compensation - Job Description
Admin Asst to VP of Finance and Operations

Data Year: 2018

Prepared On: 08/31/2018

Department:	None	Grade:	9
Reports To:	VP of Finance and Operations	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	D Sander	Effective Date:	07/01/2011
		Revised Date:	08/31/2018

Role:

The administrative assistant manages the activities of the office of the Vice President, Finance and Operations, which include planning, initiating and carrying to completion varied administrative activities. The administrative assistant acts as liaison to drive efficient and effective operations between the Vice President and the Finance and Operations Branch, which comprises Bookstore Services; Food Service, Campus Security; Facility Maintenance and Planning; Business and Financial Services; Human Resources; and the Kansas Small Business Development Center.

The position involves extensive knowledge of the office of Vice President of Finance and Operations, responsibilities and college procedures for the college institution wide, and as such, requires effective oral and written communication, as well as demonstrated discretion, diplomacy and confidentiality. The administrative assistant makes reliable decisions on administrative matters and works independently with minimum supervision.

Essential Functions & Responsibilities:

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| E | 20% | Assist and support the office of the Vice President by tracking costs, account balances, and running reports using the BANNER system, including preparing detailed cost effectiveness reports. |
| E | 20% | Coordinates the scheduling of college facilities with faculty, staff, maintenance, administration, security, campus food service and community groups. Gathers, enters and /or updates data to maintain departmental records and databases; establishes and maintains files and records for the office; and processes departmental billings for payment including grants. |
| E | 20% | Through a variety of administrative activities, assist the Vice President with Insurance and Risk Management, Compliance Office requirements, and other key business functions required of Finance and Operations. |
| E | 15% | Assist VP with institutional budget planning and development. Performs other duties as needed. |
| E | 15% | Manage significant sensitive projects on behalf of the Vice President by organizing and executing the work involved, dealing extensively with key individuals inside and outside of the organization, and keeping the administrator informed regarding progress. |
| E | 10% | Provides secretarial support for committees, when requested. (Retention Committee, Social Media, departmental meetings, etc.) Prepares and updates department's annual publications e.g. student handbook, college catalog, and housing handbook. Maintains records for students with disabilities and approved accommodations. |

Performance Measurements:

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1. Provide timely, accurate, professional administrative support. Maintain a professional attitude when working with the public. Assist students and visitors with issues by responding effectively to questions, complaints, and difficulties.
2. Accept and complete work assignments on established deadlines.
3. Maintain a professional work environment and businesslike appearance. Maintain confidentiality of sensitive and/or privileged information by assuring security and appropriateness of both verbal and written communications, particularly in numerous judgmental situations that arise.
4. Manage student/staff records with accuracy and confidentiality.
5. Exhibit proficiency with scheduling software leading to the maintenance of accurate data for facilities.
6. Prepare various types of contracts and forms which require specific format, information, and calculations, entering information accurately, and ensuring the materials are correct before sending.
7. Record and transcribe minutes/action points for inclusion in pertinent files.
8. Manage and maintain internal and external websites used to communicate significant Finance and Operations projects.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Knowledge: Word Processing (Microsoft Office Suite), basic spreadsheet development (Excel), management of files and records, designing forms, office procedures and terminology English language Customer and personal service Computers and electronics – computer hardware and software including applications and programming. Administration and Management – business and management principles involved in resource allocation, production methods, and coordination of people and resources. Skills: Active listening

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Reading comprehension
Speaking.
Service orientation
Writing
Coordination
Time Management
Social Perceptiveness
Active Learning

Abilities:

Written comprehension and expression
Oral comprehension and expression
Speech recognition and clarity
Near vision
Information ordering
Deductive reasoning
Problem sensitivity

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 3 hours at one time with a total of 6 hours
Standing for a period of 1/2 hour at one time with a total of 1 hour
Walking for a period of 1/2 hour at one time with a total of 1 hour
Lifting up to 20 lbs occasionally (1%-33%)
Carrying up to 20 lbs occasionally (1%-33%)
Repetitive Action: use of right and left hand for simple grasping and fine manipulation
Bending, squatting and reaching above shoulder level occasionally (1%- 33%)

Work Environment Typical office environment.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature