

Seward County Community College
Structured Compensation - Job Description
Administrative Assistant to VP of Academic Affairs

Data Year: 2018

Prepared On: 04/04/2019

Department:	Academic Affairs	Grade:	9
Reports To:	VP of Academic Affairs	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	1
Approved By:	Dr T Carter	Effective Date:	06/10/2019
		Revised Date:	04/04/2019

Role:

The purpose of the position is to provide administrative support for the Vice President of Academic Affairs, Instructional Team, Assessment Committee, Academic Affairs Council, and Accreditation Steering Committee.

Essential Functions & Responsibilities:

- E 25% Provides meeting minutes, tracks goals, and updates policies for Instructional Team, Academic Affairs Council, Assessment Committee, and Accreditation Steering Committee.
- E 25% Gathers, enters, and/or updates data to maintain departmental records and databases, establishes and maintains files and records for the office, processes bills for payment, prepares reports, tracks travel requests and grant expenditures, and prepares and updates the academic areas of the college catalog in Banner. Builds outreach class schedules in Banner and makes appropriate changes and cancellations for outreach class schedules.
- E 20% Provides confidential administrative support to the VPAA which includes screening and handling of telephone communications, greeting and directing visitors, managing inquiries as appropriate and serving as the primary contact and liaison between the office, students, and the public. Coordinates meetings and makes appointments and travel arrangements when necessary. Prepares and sends out student information regarding the VP honor roll each semester and student assessment information for assessment day.
- E 15% Calculates, prepares, and submits to Human Resources information needed to process payment requests for faculty/staff approval by the VP. This includes adjunct pay, coordinator pay, overload pay, and faculty stipends for additional duties such as assessment of student learning, course evaluations, and division chair duties.
- E 15% Supports institutional effectiveness for the college by collecting, reviewing, and submitting data for the Kansas Board of Regents. Submits data and produces reports for the college strategic plan and Instructional Team goals.

Performance Measurements:

1. Work collaboratively with all administrative assistants and secretaries.
2. Coordinates meetings and makes appointments and travel arrangements for the VP of Academic Affairs.
3. Provides meeting minutes, tracks goals, and updates policies for Instructional Team, Academic Affairs Council, Assessment Committee, and Accreditation Steering Committee.
4. Completes scheduling, communications, and tracking for Adjunct In-Service and professional development sessions as assigned.

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5. Completes scheduling, communications, and tracking for a successful Graduate Assessment.
6. Ensures all Outreach course scheduling is completed in Banner for Fall, Spring, and Summer.
7. Prepares and processes payment request for adjunct instructors, Outreach coordinators, faculty assessment scoring teams, assessment content experts, faculty overload pay, and division chairs each semester.
8. Completes payment request for invoices and tracks expenses for Academic Affairs and accreditation budgets.
9. Participates in professional development opportunities regarding specific job responsibilities to maintain updated data reporting information required by Kansas Board of Regents.
10. Provides confidential administrative support to the VP which includes screening and handling of telephone communications, greeting and directing visitors, managing inquiries as appropriate and serving as the primary contact and liaison between the office, students, and the public.
11. Maintains a professional work environment and businesslike appearance.
12. Acts independently and make decisions based on established policy and procedures.
13. Accepts and completes work assignments by established deadlines in a positive manner.
14. Gathers, enters, and/or updates data to maintain departmental records and databases. Is the database administrator for Nuventive Improve.
15. Establishes and maintains files and records for the office, processes bills for payment, prepares reports, tracks travel requests and grant expenditures, and prepares and updates the academic areas of the college catalog in Banner.
16. Supports institutional effectiveness for the college by collecting, reviewing, and submitting data for the Kansas Board of Regents.
17. Submits data and produces reports for the college strategic plan and Instructional Team goals through Nuventive Improve.

Knowledge and Skills:

Experience	Six months to two years of similar or related experience. Two years to five years of similar experience preferred.
Education	A two-year college degree or completion of a specialized course of study in office procedures and/or office management preferred.
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 becomes necessary.
Other Skills	Knowledge of: Microsoft Office applications. Clerical procedures.

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Human Resources concepts, practices, policies, and procedures.
Managing and tracking data.

Skills:

Strong computer skills utilizing Microsoft Office applications (Word, Excel, PowerPoint), office technology, email, and calendaring tools.
Capable of drafting professional and clear written correspondence.
Strong grammar, editing, and grammar skills.
Excellent customer service skills and comfortable with frequent interruptions.
Excellent written and verbal communications skills.
Strong organizational skills and attention to detail.
Skills in understanding complex concepts.
Skills in record managing and maintenance.
Skills in gathering data, compile information, and prepare reports.

Ability to:

Work effectively with minimal supervision.
Quickly and creatively problem solve issues.
Maintain confidentiality at all times.
Establish priorities and to complete task by deadline.
Work collaboratively with team members and the public.

**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 1/2 hours
Standing for a period of 15 min at one time with a total of 1/2 hour
Walking for a period of 30 min at one time with a total of 1 hour
Lifting up to 5 lbs. frequently and up to 20 lbs. occasionally
Carrying up to 5 lbs. frequently and up to 20 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Bending, squatting, and reaching above shoulder level occasionally
Keyboarding 6 1/2 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

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.

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

Printed Employee Name

Date

Employee Signature