



Administrative Assistant II, Division of Humanities, Fine Arts, and Social Sciences Job Description

Pay Grid: B2
Status / FLSA Status: Full Time / Nonexempt
Classification: Support Staff
Department: Humanities, Fine Arts, and Social Sciences
Reports to: Dean of Humanities, Fine Arts, and Social Sciences
Work Location: Main Campus, Oglesby, IL
Hours of Work: Monday through Friday, 40 hours per week

POSITION SUMMARY: Under general supervision of the dean and according to division and/or College procedures and Board policy, the division administrative assistant performs organizing, coordinating, and reporting activities as they relate to the day-to-day functions of the division office. This individual is responsible for providing quality customer service to students, faculty, and staff. Employees in this classification may supervise clerical employees of lower rank, and/or student workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Utilize positive interpersonal and customer service skills to make or answer phone calls and compose and answer other voice or electronic communications.
- B. Arrange, schedule, record and transcribe minutes for committees, conferences, and meetings as directed by the dean.
- C. Prepare correspondence, schedules, evaluations, catalog changes, payroll, budgets, agendas, syllabi, curriculum additions/changes, and other reports or forms as directed by the dean.
- D. Prepare, process, and distribute College required paperwork, including but not limited to payroll, requisitions, travel, personal leave, etc.
- E. Prepare and post class cancellations/changes and email the Cancellations email group of faculty absences.
- F. Act as a liaison between the dean, full and part-time instructors, students, administrative offices, and College departments.
- G. Devise, modify, and/or supervise the maintenance of division files and records.
- H. Schedule appointments for the dean, and control admission of visitors.
- I. Enter and access information in the Colleague system, such as student schedules, faculty schedules, grade entry, class rosters, requisitions, etc.
- J. Work with vendors in collaboration with the dean and/or full or part-time faculty for the acquisition of textbooks, supplies, and equipment.
- K. Generate and maintain division web pages.
- L. Possess the ability to multi-task and work in a team setting.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Proctor classes/exams for instructors when needed.
- ❖ Participate in College committees.
- ❖ Perform additional administrative assistant duties for the Dual Credit Office as directed by the dean.
- ❖ Perform additional administrative assistant duties for faculty program coordinators in the Performing Arts and Fine Arts, Early Childhood Education, Education, International Education and Study Abroad, and River Currents as directed by the dean.
- ❖ Provide faculty and program coordinators with regular updates on the status of open purchase orders and their current budgets.
- ❖ Assist in the coordination of activities associated with the division and the college.
- ❖ Perform other duties as assigned by the dean.

SUPERVISORY RESPONSIBILITIES: May supervise clerical employees of lower rank and/or student workers.



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QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. High school diploma or equivalent professional office management experience required.
2. One to two years of office experience preferred which includes the performance of clerical and administrative assistant duties requiring discretion and independent judgment.
3. Proficiency in computer use, including: Microsoft Office (Outlook, Word, Excel, Access, and Publisher), email, and Internet required.
4. Ability to handle multiple details, organize, and prioritize work required.
5. Strong written and verbal communication skills, including appropriate use of grammar and spelling required.
6. Ability to take and prepare meeting minutes required.
7. Ability to work cooperatively with students, administration, faculty, and staff required.
8. Ability to oversee and coordinate work of others required.
9. Associate's Degree in Office Professional or related area preferred.
10. Completion of additional computer/business courses at the college level preferred.
11. Supervisory experience preferred.
12. Knowledge of community college programs and services preferred.
13. Previous administrative assistant experience at a college or university preferred.
14. Administrative assistant experience beyond the minimum required preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.