



## Administrative Assistant

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<b>Department:</b> Education	<b>Job Status:</b> 1.0 FTE
<b>FLSA Status:</b> Non-Exempt	<b>Reports To:</b> Director/Chair
<b>Grade/Level:</b> N/A	<b>Amount of Travel Required:</b> None
<b>Work Schedule:</b> M-F; 8:30 a.m. - 5:00 p.m.; 12 month.	<b>Positions Supervised:</b> Student workers

### **POSITION SUMMARY:**

Under limited supervision, provides key administrative support to include; data collection; file creation and maintenance; preparing and/or submitting reports; creating and/or editing documents or correspondence; advising and/or assisting students as directed; approving related test taking; placing students with schools; and other related duties mentioned below personally, in cooperation with others, or through others.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

#### **Essential Functions Statement(s)**

Creates, updates, prepares, completes, collects, and/or maintains all applicable data, files, documents, reports, and or databases to in accordance with applicable college or department policy, and/or applicable state or federal regulations to include, but not limited to:

- graduate and undergraduate student files,
- applicable state or federal reports or other documents,
- alumni or licensure databases,
- department website and or other assigned social media.

Performs general administrative support to include:

- greeting all that call or visit personally,
- responding to direct or assigned inquiries, routes to appropriate party as necessary,
- drafting, editing, reviewing, and or preparing: assigned correspondence and or other related publications or documents, e.g., rosters, syllabi, audit packets, catalog, course schedules, etc.,
- generating or processing purchase or reimbursement requisitions and/or work orders for property, building repair or maintenance,
- maintaining an adequate inventory of supplies,
- maintaining collection inventory of ATP library,

- reconciling budgetary transactions,
- taking notes as recording secretary for assigned meetings,
- handling travel arrangements,
- updating and or maintaining assigned calendars, and
- scheduling and/or coordinating assigned visits, events or programs.

Performs or coordinates teacher certification responsibilities to include:

- auditing transcripts for teacher education requirements,
- prepare files on applicant's behalf for admissions committee,
- advising students on process of registering and applying for necessary requirements for certification,
- assisting, reviewing, and/or approving appropriate forms and/or other required documentation
- approving students to take required test(s),
- collecting and submitting data for related report(s),
- recommending approval of internship candidates for probationary certification and teacher candidate(s) for standard certification, and
- placing student teachers for all courses with a field teaching component in public and private schools.

**Other Job Function Statement(s)**

- Supervises work-study students
- Performs other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

**Minimum:** Associate's degree from an accredited institution. One year administrative support experience

**Desired:** Bachelor's degree from an accredited institution. Experience working in higher education.

**Strongly Desired:** Degree related to education. Similar experience working in higher education.

**License or Certification** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **N/A**

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software (e.g., Colleague, WordPress, Educational Testing Service webpage) to access data or create efficient and accurate: documents, records, files, reports, presentations, or communiqués; and
- communicate effectively using a variety of styles and techniques appropriate to the audience.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- develop, demonstrate, and maintain good working relationships with internal and external parties,
- work under limited supervision,
- obtain, maintain, interpret, and apply correctly all applicable college policy or State law regarding certification and/or requirements for teacher program accreditation,
- obtain and maintain clearance from the State of Texas to perform program auditing reports,
- attend workshops, meetings, or conferences in or out of town as directed,
- maintain confidentiality regarding sensitive matters, and
- model high standards of honesty, integrity, trust, and ethical behavior.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level:

- Productivity - Completes all assignments on a timely basis.
- Accuracy - Ability to perform work accurately and thoroughly.
- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Attendance - Misses few days of work.
- Punctuality - Arrives on time.

**PHYSICAL REQUIREMENTS:**

The following represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Typical environment is an office setting with moderate noise. May occasionally work in other settings.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_

