

CEHE Job Description

Title: Administrative Assistant	Function: Institutional Support	FLSA/Grade: Non-exempt
Reports to: TBD	Campus/Department: Administration	Last Update: 5/12/2014

Company Overview

The Center for Excellence in Higher Education (CEHE) is an at-will employer that serves students by providing high-quality education services in a caring environment to everyone desiring to enhance their quality of life and employment potential.

Administrative Assistant

Essential Functions:

- Provide administrative support and office management tasks
- Prepare incoming and outgoing communications and a wide variety of administrative documents using Microsoft Office software.
- Manage weekly follow-up items through Outlook and in hard copy.
- Monitor daily incoming and outgoing faxes.
- Responsible for daily mail, sorting and distribution.
- Prepare, maintain and update excel reports on a daily basis.
- Prepare and print a variety of monthly reporting items, including, but not limited to, budget documents, and planning documents.
- Research in preparation for analysis to develop metrics
- Management of analysis
- Human Resource paperwork.
- Must be able to lift 15 lbs.
- Other duties as assigned

Qualifications:

- Minimum 3 years' experience
- Must have be capable of research and developing/analyzing metrics
- Minimum typing speed 50 wpm
- Must have knowledge of complete Microsoft Office Software

Education:

- Associate's Degree

Measures of Merit:

- TBD by supervisor within 90 days of hire.

Disclaimer:

This specification is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions given this title, and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit, or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at CEHE.

Company Culture

We are People-Focused - We respect the intelligence and potential of each staff member. We provide a working environment that permits freedom to think, speak, disagree, innovate, create, and initiate. We value and admire ambitious and productive people, and we protect them, encourage them, and create a climate in which they flourish. We love, recognize, and reward producers and performers. In return, we require our employees to have a strong work ethic and be productive. We recruit broadly, and select the highest caliber people available - ambitious, knowledgeable, and talented managers, instructors, admissions consultants, and administrators.

Sound Values and Virtues - The ethical conduct of our employees is of supreme importance. We hold the following as values and virtues: rationality, purpose, innovation, productiveness, profit, honesty, integrity, justice, and pride. These values are the core of our ethical code. To be ethical means to apply, to work by, and to live by these values and virtues.

CREDO - We are dedicated to helping our students graduate and get a much better job sooner. This is our mission. We pledge to provide the finest career education possible and to graduate satisfied students who have greater knowledge, skills and self-esteem in the shortest possible time. Our education is high value, clear, and interesting and achieves the highest level of learning and achievement for students. We want to deliver twice as much in half the time.

CEHE is a drug free environment and we perform drug testing.

Equal Opportunity Employer - We are an equal opportunity employer. No employee, or applicant for employment, shall be discriminated against in any term or condition of employment because of race, color, religion, national origin, sex, age, or sexual orientation. We are constantly striving to make our colleges the best they can be. As an employee, you become part of that mission. We expect a commitment that you will be the best you can be.

I have reviewed and understand the preceding job functions required of me by CEHE and are prepared to meet the requirements of the position.

Employee Signature

Date