

SENIOR ADMINISTRATIVE ASSISTANT
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 21

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for providing administrative-level secretarial and clerical service to students, faculty, and staff; performing a variety of clerical and administrative support for programs, departments, and other offices; filing and maintaining official college records; and communicating new and/or changes in procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Plans conferences.
- Composes notices, minutes, and resolutions.
- Acts as custodian of college documents and records.
- Directs preparation and filing of legal documents with government agencies to conform to statutes.
- Schedules appointments, gives information to callers, takes dictation, composes and types correspondence, reads and routes incoming mail, and performs other administrative and clerical duties.
- Works with word processing, spreadsheet and database software to complete administrative tasks.
- Handles sensitive and extensive confidential information.
- Composes and types routine correspondence and prepares materials for special events such as invitations, guest lists, RSVPs, programs, etc.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments and makes changes to calendar as necessary.
- Greets visitors, ascertains nature of business, and directs visitors to appropriate person.
- Arranges travel schedule and reservations.
- Compiles and types statistical and budget related reports, maintains related databases and enters new data.
- Schedules room reservations, meetings and records minutes of staff meetings and makes copies of correspondence or other printed materials.
- Accesses, inputs and retrieves information from computer.

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- Prepares outgoing mail.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics.
- Orders and stocks office supplies as necessary and processes purchase of such items.
- Processes a variety of documents, forms and files.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the college, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

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, skill, and/or ability required.

- Special knowledge or skills pertinent to the needs of the office.
- Ability to grasp concepts and procedures quickly.
- Strong detail orientation and ability to multi-task with little direct supervision.
- Strong judgment, decisiveness, and interpersonal skills to work effectively with employees at all levels of the organization.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Cooperation team player in a diverse working environment.
- Ability to thrive in a fast-paced, customer-service oriented collaborative team environment.
- Ability to handle a large variety of details and to work with all levels of organization.
- Ability to handle sensitive and extensive confidential data.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.

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- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate's degree or 60 college hours from an accredited college or university.
- Four (4) years of progressive office experience as a secretary or equivalent.
- Experience with accounts payable and purchasing.
- Experience with proposals, agreements, and budget management.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university.
- Six (6) years or more of progressive office experience as a secretary or equivalent.

CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is

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occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an Associate's degree or 60 college hours from an accredited college or university?
 - Yes
 - No
3. *Do you have four (4) years of progressive office experience as a secretary or equivalent?
 - Yes
 - No
4. *Do you have experience with accounts payable and purchasing?
 - Yes
 - No
5. *Do you have experience with proposals, agreements, and budget management?
 - Yes
 - No
6. Do you have a Bachelor's degree from an accredited college or university?
 - Yes
 - No
7. Do you have six (6) years or more of progressive office experience as a secretary or equivalent?
 - Yes
 - No