

SENIOR ADMINISTRATIVE ASSISTANT
Job Description

CATEGORY: Clerical
POSITION LENGTH: 12 Months
SALARY RANGE: Commensurate with Education and Experience

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

Provides administrative level secretarial and clerical service to students, faculty, and staff. Keeps official college records and executes administrative policies determined by or in conjunction with other officials.

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.

SENIOR ADMINISTRATIVE ASSISTANT

Job Description

- Accesses, inputs and retrieves information from computer.
- 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.
- 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.
- Performs other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- Associate's degree or 60 college hours from a regionally accredited college or university.
- Two (2) years of progressive office experience as a secretary or equivalent.
- Proficient with word processing, spreadsheet and data base software.
- 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.
- Proficiency with use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree from a regionally accredited college or university.
- Four (4) 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

SENIOR ADMINISTRATIVE ASSISTANT
Job Description

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 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.