

**DIVISION ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION - CLASSIFIED**

POSITION OVERVIEW

Performs a variety of technical and administrative support duties for an academic division. Coordinates and performs administrative projects within the division. Coordinates information, work flow and support activities for the division and related assigned functions, projects, and programs. The Division Admin Assistant oversees and participates in office operations including student transactions, monitoring faculty assignments and loads, and monitoring division budgets. The Division Admin Assistant may also assist in curriculum processes, and the development of schedules and sequences required in reporting and other activities.

REPRESENTATIVE DUTIES

1. Organizes, balances, and prioritizes administrative duties for the academic division and administrator, anticipating business and academic calendars and cycles; assessing available staffing and recommending additions or adjustments; Establishes and tracks timelines for projects, activities, and required submissions.
2. Provides administrative support to special processes for departmental, curriculum, and other instructional committees. Prepares forms, revisions, and documents to support proceedings.
3. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
4. Receives, handles, and stores confidential information pertaining to the College or assigned division. Maintains confidentiality of private and sensitive information.
5. Under direction assists in the creation, production and maintenance of the academic class schedule. Coordinates and participates in compiling information requests on behalf of other organizational units, responsible for the class schedule production process.
6. Explains policy and procedures to students (prerequisite, petition, registration, holds, add/drop, grade posting). Fields and advises student inquiries related to grade grievances, academic petitions, prerequisite challenges, late registration and independent study contracts. Communicates with faculty related to syllabus, textbook and office hours.
7. Creates, verifies, edits, and distributes faculty load records, including overload assignments. Monitors, records, and reviews adjunct faculty load records with administrator for approval and compliance with work limits.
8. May monitor class enrollment, recommending necessary additions or cancellations, and entering any revisions into the database. Processes changes to master class schedules. Notifies students and impacted units of schedule changes.
9. Tracks submittal of syllabi for all faculty within their division.
10. Provides support to faculty and staff performance evaluation processes. Assist in coordinating and scheduling meetings and observations. Tracks and monitors for completion, and compliance within contract guidelines. Provides clarification to faculty evaluators regarding forms, deadlines, etc.

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11. May prepare board agenda items, agreements, and contracts for services and facilities used by and/or provided by the division. Processes contract documents for outside vendors and sets up internal routines for monitoring performance.
12. Provide administrative support to special processes such as, but not limited to curriculum and education requirements committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and documents to support proceedings.
13. Performs special projects as assigned. Under direction conducts research of business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
14. Takes and transcribes minutes. Produce a variety of materials such as letters, memoranda, reports, and statistical data. Maintains records and assists in preparing divisional reports by gathering and summarizing information from a variety of sources and posting and maintaining appropriate portal sites.
15. Schedules appointments and arranges meetings for their supervising administrator and department chairs. Prepares schedules and informs participants, confirming dates and times.
16. Initiates all Status Change Forms (SCFs). This includes but not limited to new hires, assignment changes, special faculty assignments and substitute assignments.
17. Records and processes payroll information for faculty, staff, and student or short-term help, including information for stipends, overload, and other compensable elements.
18. Maintains budgets and transaction records, including those for special projects and funds. This includes consultation and advisement for program units with complex operational and personnel processes.
19. Prepares, processes, and codes requisitions and claims for reimbursement. Resolve purchase orders and contractual matters with vendors and other service providers.
20. Reconciles expenditures and initiates reassignment of budgeted funds to and from various accounts, coordinating with accounting staff to assure compliance.
21. Trains, assigns, prioritizes, and reviews work of other staff, students and temporary help.
22. Provides input and recommendations to administrator concerning administrative timelines, priorities, resource needs and program planning.
23. Orientation of new employees including timecard training, submittal of key requests, approval of book orders, use of material fees, and assistance with roster access.
24. Assists students and general population with queries of varying nature: special events, complaints, conflict resolution, contacting faculty, transfer credits etc.
25. Performs other related duties as assigned that support the objective of the position.

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KNOWLEDGE AND ABILITIES

Knowledge of:

1. The position requires in-depth working knowledge of office practices, procedures, and equipment.
2. Requires a working knowledge of the policies and procedures associated with academic departments including calendars and schedules, student transactions, faculty workload recording and curriculum development and maintenance process.
3. The position requires substantial knowledge of administrative procedures and precedents for academic and career departments, the ability to organize work, information flow, and perform duties in support of the office and its dealings with other work teams and organizations.
4. Requires a knowledge of basic budget development, maintenance, and analysis.
5. Requires a working knowledge of computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, student information systems, and special applications used by the division.
6. Requires sufficient math skills to perform financial and statistical record keeping.
7. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
8. Requires sufficient knowledge of educational systems and terminology to advise and direct students to appropriate "next steps".
9. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.

Abilities:

1. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
2. Requires the ability to learn, explain and apply knowledge of College and department organization operations, programs, functions, special terminology used in academic and student services settings, and labor agreements.
3. Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
4. Requires skill at facilitating small group problem-solving processes.

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5. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
6. Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

MINIMUM QUALIFICATIONS

The position requires an Associate's Degree and five years of progressive administrative experience, including two years in the equivalent capacity in an Administrative Support position. A Bachelor's degree may substitute for some experience. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

Board Approved: December 12, 2022