

# JOB DESCRIPTION



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**Position Title:** Division Assistant [P000090]

**Department:** Aviation Programs

**Employment Category:** Non-Exempt Staff

**Primary Location:** Douglas Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE06

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**Position Summary:** The Division Assistant for Aviation Programs is responsible for providing support to the Director of Aviation Programs and department faculty and staff, maintaining division records in compliance with the Federal Aviation Administration (FAA), assisting current and prospective students, assists in managing department fiscal records and for serving as the division receptionist and providing excellent customer service in a helpful and cheerful manner.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Performs exceptional customer services for students, employees, and the public by serving as division receptionist; provides basic program information to prospective students and the general public; assists in the preparation and distribution of marketing and recruitment materials

Provides clerical and organizational support to division faculty and staff by maintaining and tracking information; performs data entry and verification, ensures data integrity, processes mail and correspondence, compiles periodic reports as required, maintains a calendar of division activities, performs routing, copying and filing as needed, and maintains office equipment and supply inventory, provides assistance in maintenance of computerized identification and inventory of all aviation assets

Assists in maintaining department fiscal records; process purchase and travel requisitions, purchase orders, invoices, travel vouchers, and reconciliation of budget. Investigates vendor issues as needed, resolves purchasing problems between department and vendor as needed; reconciles and files purchased card transactions for the director and other department faculty and staff as required

Maintains accurate record keeping systems for the division, including correspondence, documents, records, etc. in compliance with FAA regulations, logs flight tickets into a database; assists in the operation of the dispatch room

Serves as the Computer Assisted Testing Services (CATS) site supervisor responsible for administering tests and compiling and maintaining records in compliance with for CATS testing center requirements

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Ellucian Banner

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to operate standard office equipment

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to work accurately, efficiently, and effectively with all types of data

Ability to maintain accurate office procedures

Ability to supervise and monitor the work of others

**Work Environment:** Work is primarily performed under general supervision in an office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Director of Aviation Programs

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.