

JOB DESCRIPTION



Position Title: Division Assistant – Academics

Department: Academics

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

Position Summary: The Division Assistant – Academics is responsible for providing administrative support to all academic division deans, faculty, and staff on the Douglas campus, requiring the application of specialized technical/administrative knowledge and the exercise of initiative, independent judgment and decision making.

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 service for students, employees, and the public by serving as the academic divisions receptionist and liaison between them and all deans

Prepares, receives and distributes letters, memoranda and other correspondence; logs, tracks and distributes documents processed by the divisions

Assists department chairs in creating and maintaining semester schedules including classes, room and instructor assignments; monitors enrollment and prepares letters of appointment, personnel action forms, and supplemental agreement contracts as appropriate; maintains the master textbook list in close collaboration with the campus store for the liberal arts division

Provides clerical, organizational, and administrative support to Douglas campus faculty and staff through maintenance and tracking of information; performs data entry and verification, ensures data integrity, processes mail and correspondence, maintains a calendar of Douglas Campus academic activities, performs routing, copying and filing, maintains office supplies inventory

Maintains fiscal records support for the academic deans as needed; processes purchase and travel requisitions, purchase orders, invoices, travel vouchers, etc. and reconciliation of budgets, investigates vendor issues as needed; reconciles and files purchase card transactions

Serves as a recorder for division advisory meetings; communicates with committee members, prepares documents, takes minutes, and reserves rooms

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

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

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 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 work under pressure with frequent interruptions

Ability to supervise and monitor the work of others

Work Environment: Work is primarily performed under general supervision in a typical 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: Dean of Douglas Campus, with indirect supervision from all academic deans

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.