



JOB DESCRIPTION

JOB TITLE: Administrative Assistant II	FLSA: Non-Exempt
Department:	Date Reviewed: 5/16-2018
Security Sensitive: Yes	Grade: B-22
Reports To: Assigned Dean/Director	

Job Summary

Under direct supervision of assigned Dean, performs a variety of administrative staff support duties which requires a range of skills and knowledge of organizational policies and procedures while maintaining a confidential environment. Assists and directs visitors and resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports, and prepares a range of administrative documents.

Essential Functions

- Coordinates the accurate and timely completion of both routine and non-routine administrative department functions, and delegates tasks to support personnel where applicable;
- Coordinates intra- and inter-departmental communications, i.e., managerial directives, dissemination of college/department policy and procedures, meeting agendas;
- Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance;
- Assists supervisor in both routine and special department projects, i.e., statistical and financial analysis, research, data compilation, report preparation;
- Coordinates and maintains department filing system, to include supervisor's files, department personnel files, and all department records, forms, reports, etc.;
- Monitors and manages assigned budgets, to include grant budgets where applicable;
- Oversees the maintenance of accounting records for department i.e., billing, expenditures, revenues, inventory, and payroll;
- Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares complex and/or special reports as directed;
- Maintains department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions;
- Attends department meetings, and acts as department/supervisor representative when directed;
- Assists supervisor as directed in performing administrative support duties to develop, analyze, and provide recommendations for budget modification, revisions, etc.;
- Prepares full-time and adjunct faculty load sheets and contracts;
- Processes evaluations for instructional deans and faculty;
- Reports curriculum additions and/or revisions via The Texas Higher Education Coordinating Board's reporting system, providing printed copies to the Registrar, Counselors, and Grant Supervisors;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Associates degree and a minimum of two years related experience in administrative support functions, preferably with experience in performing assignments/projects that demonstrate a high degree of organization and independent judgment or an equivalent combination of education and experience;
- Ability to make administrative/procedural decisions, problem solving ability;
- Ability to gather data, compile information and prepare reports;
- Ability to communicate effectively both orally and in writing;
- Demonstrated proficiency with PC's and associated software (Microsoft Word, Excel, Access or other packages required by the Supervisor).

Work Conditions

- Operates in a climate controlled office with no exposure to environmental or work hazards;
- Walking, reaching, bending, manual dexterity, good vision and hearing and ability to lift approximately 10 pounds.

Special Requirements

- Ability to work evenings and weekends as required;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date