

### ACADEMIC DIVISION ADMINISTRATIVE ASSISTANT

| **Reports to:** | Dean |  |  |
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| **Dept:** | Multiple | **Range:** | 21 |
| **FLSA:** | Nonexempt | **EEO:** | Secretarial/Clerical |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, perform difficult and responsible administrative and operational support duties for faculty; assist the department chair and dean with administrative projects and maintain records and draft reports; process payroll, personnel requisitions, purchase orders and maintain supplies; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

An Academic Division Assistant differs from Administrative Assistant to the Dean in that incum­bents in the latter class provide specialized administrative support to a dean, such as budget analysis and grant administration, tracking faculty tenure, loads and reviews and program information.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below 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 this class.*

1. Provide administrative, logistical and technical support to full and part-time faculty, the department head and dean; independently perform research for program administrators and faculty on specific student/department issues, classes, schedules and programs and resolve routine issues; act as a liaison for the department head with other departments and faculty; coordin­ate information from a variety of sources to compile, update and maintain a variety of schedules and calendars for assigned departments.
2. Coordinate the faculty and instructor absence notification process; notify students via signs and emails; update payroll system and maintain physical records.
3. Perform advanced administrative support including maintaining student, personnel, payroll and financial records, files and databases; receive and track confidential student and faculty data; develop, track, analyze and report administrative processes, metrics and documents including scheduling rooms and tracking office hours; research, obtain and reconcile key data and statistics from various sources for program reports, proposals, in-services, program reviews and other documents.
4. Input data and prepare and process purchase requisitions, purchase orders and check requests; verify the accuracy of receipts and invoices, enter account codes, validate sufficiency of budget and process for payment; monitor department budgets; purchase supplies and materials and/or authorize expenditures according to established guidelines; prepare and process expense-related forms including travel requests and reimbursements, petty cash and expense reports.
5. Coordinate the associate faculty evaluation process; create and maintain sensitive and confi­dential tracking spreadsheets and personnel files; create lists and notify associate faculty to be evaluated following established processes and procedures; coordinate timeline and distribution of class visitations with full-time faculty and collect completed documenta­tion; coordinate the distribution and collection of student surveys, scan completed surveys and generate results reports; coordinate evaluation signatures and send to Human Resources.
6. Coordinate full and part-time staff payroll; process personnel requisitions; collect and audit documentation supporting staff time logs and ensure conformance to work hour restrictions; compute and categorize pay according to departmental/program billing accounts; ensure accurate usage of funding codes and calculate departmental/program billing; prepare timecards; provide confidential and efficient recordkeeping; assist the Payroll Department with resolution of payroll issues.
7. Using standard office software, compose and/or type memoranda, correspondence, reports, census rosters, department schedules, instructional materials, spreadsheets, forms and other documents; duplicate and maintain confidentiality of exams; draft, proofread and/or edit a variety of materials; take, transcribe and distribute meeting minutes.
8. Create, develop, maintain and update specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of responsibility; design, develop and maintain spreadsheets and databases requiring data interpretation and mani­pu­lation; track and maintain federal, state, grantor and district-required data and student outcomes and prepare for submission or reporting.
9. Schedule appointments and make meeting arrangements; assist with the development and coordination of departmental special events; assist with setup and cleanup for various meet­ings and events; contact vendors for food orders, materials, supplies and audio-visual equip­ment; handle other meeting and event logistics including soliciting volunteers and coordin­ating student workers.

### OTHER DUTIES:

1. Provide backup to other department staff as needed.
2. Contact campus police or custodial staff as needed.
3. Provide lead-level work direction to other clerical staff and student workers as assigned.
4. Update and maintain department-specific website and social media accounts.
5. Receive and distribute mail.
6. Check out and check in keys.
7. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
2. Modern office practices, procedures and equipment including computers and applicable software programs.
3. The district’s student recordkeeping and general accounting systems, practices and proce­dures for processing student information and interpreting input and output data.
4. District practices and procedures for budgeting, purchasing and maintaining public records.
5. Associate Faculty Handbook and Collective Bargaining Agreement as it relates to atten­dance and evaluations.
6. Payroll procedures and operations.
7. Math and basic accounting techniques.
8. Operations, services and activities of a community college district.
9. Common student needs, issues and concerns applicable to area of assignment.
10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
12. Basic principles and practices of employee supervision.
13. District human resources policies and labor contract provisions.
14. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Assign and inspect the work of student workers and lower-level staff.
2. Organize and oversee the day-to-day operations, maintenance and activities of the depart­ment faculty administrative support.
3. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
4. Establish priorities and work effectively and independently with many demands on time.
5. Analyze situations accurately and adopt effective courses of action.
6. Maintain confidentiality of district and student files and records.
7. Make calculations/tabulations and accurately process and review fiscal and related documents.
8. Assist in preparing and monitoring a program or department budget.
9. Track statistical information utilizing complex spreadsheets and databases.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Operate a computer and standard business software.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.
15. Work independently without direct supervision.

### EDUCATION AND EXPERIENCE:

Graduation from an associate degree program and three years of progressively responsible clerical/administrative support experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead-level work direction to lower-level staff, student employees and temporary staff.

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional evening, week­end and/or holiday hours are required on an as-needed basis.