

**College of the Siskiyous
Job Description**

Job Title: Admin. Assistant, Instruction **FLSA:** Non-Exempt

Group: Admin. Support/Management **Salary Schedule:** Admin Support/Management

Job Summary:

Performs complex secretarial duties in support of the administrative functions of the Vice President and the Instruction Office.

Essential Duties and/or Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex, confidential, and responsible secretarial functions for the Vice President of Instruction.

Receives telephone calls, makes appointments, schedules meeting for the Instruction Office; obtains interprets and provides information of the Instructional programs; opens and sorts mail; processes and distributes incoming and outgoing paperwork.

Coordinates meetings with Area Directors, including serving as a recording secretary for Instruction Council; schedules and organizes new faculty orientation and prepares necessary materials.

Maintains District Flex records in compliance with state regulations, assuring an appropriate audit trail; collects and routes course completion information for column movement and anniversary increment.

Prepares academic calendar, finals schedules, Board reports, program reviews, etc.

Performs special assignments which relate to the operation of the new office, including special reports, research, data presentations, and program review tracing and coordination.

Maintains filing system. Maintains faculty absence reports, student excuse lists and office campus list.

Independently composes correspondence for internal and external dissemination.

Handles confidential personnel issues judiciously, including faculty evaluations, tenure, negotiations, employee discipline and grievance issues.

Makes travel arrangements for the Vice President of Instruction.

Prepares and maintains department budgets.

Assists in supervision of work-study students.

May be required to sit in meetings where collective bargaining issues may be discussed.

Handles collective bargaining documents, information, and proposals, maintains records related to the collective bargaining under the Educational Employment Relations Act for the Vice President.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience equivalent to the possession of a High school diploma, and at least three (3) years secretarial experience. Associate's degree preferred.

Knowledge: Knowledge of principles and practices of office administration; PC and related software; modern office practices and procedures; office equipment; budget preparation; shorthand.

Ability: Ability to communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; take notes and synthesize information at meetings; type 55 WPM; maintain filing systems.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03

Revised: 4/03