

College of the Siskiyous
Job Description

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

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

Job Summary:

Performs highly detailed and technical secretarial/clerical duties in support of the administrative functions of the Vice President and the Student Services Office.

Essential Duties and 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 Student Services.

Receives telephone calls, schedules office appointments and meetings; opens and sorts mail; obtains, interprets and provides technical information and support to Student Services programs (EOPS, Financial Aid, Admission and Records, Residence Halls, Child Care Center), processes and distributes incoming and outgoing paperwork. Establishes and maintains filing systems.

Assists Vice President with coordination of the Crisis Action Team and implementation of the Campus Crisis Action Plan, including serving as CAT secretary.

Assists in coordination of matriculation and recruitment activities to include orientation, assessment, advising, research.

Assists the Vice President in handling confidential student issues judiciously, including administering student discipline and student grievance issues.

Coordinates the SOU/OIT Exchange Program; receives and processes Exchange Program requests; maintains records.

Records, processes and distributes minutes for various committees, prepares office correspondence, Board reports, and other materials. Independently composes correspondence for internal and external dissemination; assembles and collects various data.

Processes student injury claims, serve as liaison between students, local physicians, hospitals and insurance carrier.

Performs special assignments which relate to the operation of the office, including planning and coordination of commencement ceremony

Collects and maintains statistics related to crime on campus and prepares annual federal report.

Makes travel arrangements for the Vice President; processes reimbursements.

Monitors student services cost center budget reviewing for accuracy. Processes payment vouchers and purchase requests.

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 that demonstrates 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; the College Board policies and procedures; PC and related software; office equipment; modern office practices and procedures.

Ability: Ability to communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; 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