

<b>Administrative Assistant for Arts &amp; Sciences</b>				
<b>Division</b>	Instructional Services	<b>Department</b>	Arts & Sciences	
<b>Classification</b>		<b>Revised</b>	n/a	
<b>Supervisor</b>	Dean of Arts & Sciences	<b>Position #</b>		<b>Job Class</b>
<b>Statement of Primary Purpose</b>				
To provide administrative and clerical support to the Arts & Sciences Department.				
<b>Classification</b>				
Office support				
<b>Essential Functions and Responsibilities</b>				
<ul style="list-style-type: none"> <li>• Provide support to the Dean of Arts &amp; Sciences.</li> <li>• Provide support to the Director of Academic Support, and full / part-time instructors.</li> <li>• Send out and collect rosters for attendance, financial aid and grade reports.</li> <li>• Maintain Arts &amp; Science and Academic Support semester class schedule by entering classes and updating in college computer system. Coordinate with Dean and faculty with new classes and changes for classes.</li> <li>• Facilitate, maintain, and update room schedule for Arts &amp; Sciences and Academic Support classes.</li> <li>• Order textbooks for developmental and curriculum classes each semester.</li> <li>• Purchase equipment and supplies for division by acquiring bids and working within the NC State Division of Purchase and Contract guidelines.</li> <li>• Load data into college computer system.</li> <li>• Maintain spreadsheets for reporting purposes.</li> <li>• Process forms (leave, travel, requisitions, etc.).</li> <li>• Calculate pay for part-time instructors, create contracts and submit to business office for payroll.</li> <li>• Provide monthly report to payroll for contracts.</li> <li>• Maintain budget for Arts &amp; Sciences and Academic Support.</li> <li>• Enter student registrations in computer.</li> <li>• Provide assistance and information to students.</li> <li>• Provide assistance and coordination of meetings and special events.</li> <li>• Create memos, letters and documents.</li> <li>• Maintain computer files and office files.</li> <li>• Maintain an open, friendly, helpful office environment while performing high quality work.</li> </ul>				

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<b>Additional Duties and Responsibilities</b>			
Provide administrative assistance to the Director of Academic Support Department. Served on Bookstore Committee.			
<b>Minimum Qualifications</b>			
<b>Education</b>	High School graduate required. Associate Degree of Applied Science in Administrative Office Technology or related field preferred.		
<b>Knowledge and Skills</b>	Computer skills and excellent communication skills. Integrity and confidentiality are necessary. Good “follow through” and attention to detail. Establish and maintain effective working relationships with students, faculty, staff, and others. Specific software applications currently used: Microsoft Word or Corel Word Perfect, MS Excel, MS PowerPoint, MS Access, Novell Groupwise.		
<b>Physical Demands</b>	None		
<b>Licensing Requirement</b>	None		
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
Occasional evenings during registration, meetings, functions.			
<b>Equipment Operation</b>			
Procomm software program, routine office/computer equipment			
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.			