

<b>Administrative Assistant - Career Technologies</b>			
<b>Division</b>	Career Technologies Division	<b>Department</b>	Career Technologies Division
<b>Classification</b>		<b>Revised</b>	n/a
<b>Supervisor</b>	Dean of Career Technologies	<b>Position #</b>	<b>Job Class</b>
<b>Statement of Primary Purpose</b>			
Provide administrative assistance to the Dean of Career Technologies.			
<b>Classification</b>			
<b>Essential Functions and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Provide support to the Dean of Career Technologies and to 25 full-time faculty and approx. 40 part-time faculty.</li> <li>• Maintain division's curriculum 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>• Maintain and update budget and expenditure records for 28 programs on spreadsheets and provide data to division faculty and staff.</li> <li>• Facilitate, maintain and update college room schedule for classes. Provide space for division classes, outside groups and continuing education.</li> <li>• Purchase equipment and supplies for curriculums in the division by acquiring bids and working within the NC State of Division of Purchase and Contract guidelines.</li> <li>• Collect and verify payroll and employment forms for adjunct faculty and lab assistants.</li> <li>• Calculate part-time and lab assistant payroll, produce contracts and submit to business office for payroll, also providing report every month.</li> <li>• Send out and collect rosters for attendance, financial aid, and grade reporting.</li> <li>• Provide information and data for reports.</li> <li>• Keep accurate student records for cooperative education files.</li> <li>• Provide reporting for cooperative education and ensure that co-op process is complete for audit.</li> <li>• Create memos and letters for mail-outs.</li> <li>• Process forms and send to appropriate departments.</li> <li>• Coordinate meetings, advisory meetings, and special functions.</li> <li>• Collect outlines for classes and keep updated files.</li> <li>• Maintain computer-filing system and keep accurate records.</li> <li>• Ensure textbooks are ordered each semester. Keep records to document ordering process. Order part-time and evening college textbooks.</li> <li>• Provide information and assistance to students.</li> <li>• Enter registrations, etc. for students.</li> <li>• Load data into college computer system.</li> </ul>			

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<b>Additional Duties and Responsibilities</b>			
<p>Cooperative Education: provide students information regarding requirements of cooperative education, contact students for collection of many required forms, ensuring proper documentation, such as transcripts, applications and employer agreements and site visitations are on file. Coordinate with faculty regarding visitations, create memos, send out mailings and maintain accurate files. Create end of the semester report for registrar for contact hour reporting. Maintain knowledge of current policies and procedures for cooperative education.</p> <p>Maintain college room schedule, coordinate with Facilities Coordinator providing room scheduling for outside groups and also coordinate with Continuing Education scheduling rooms for Continuing Education classes.</p> <p>Serve on NCCC system state team for revising Cooperative Education for the state standard.</p>			
<b>Minimum Qualifications</b>			
<b>Education</b>	A.A. Degree in Office Systems Technology or related field		
<b>Knowledge and Skills</b>	<p>Must possess strong communication and organizational skills. Must have the ability to establish and maintain effective working relationships with students, faculty, and staff.</p> <p>Ability to maintain confidential records and communication. Demonstrated proficiency in current software applications to include MS Word, Word Perfect, MS Excel and e-mail.</p> <p>Knowledge of MS PowerPoint and MS Access. Proficiency in using common office equipment including photocopiers, business telephones, ten-key calculator, and fax machine.</p>		
<b>Physical Demands</b>			
<b>Licensing Requirement</b>			
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
Travel for NCCC system for state Cooperative Education revision team.			
<b>Equipment Operation</b>			
<p>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.</p>			