

JOB DESCRIPTION
Southwest Applied Technology College

POSITION: **Administrative Assistant to the President**

Last Revised: 4-28-2015

Reports to: Campus President

Job Summary:

Provides administrative support for the Campus President including typing, filing, simple, preparation of templates and forms, basic correspondence, and other administrative duties as assigned in a timely manner. Executes specific assignments and projects which require initiative, organizational skills, accuracy, timeliness, and judgment. Works with minimal instruction or supervision.

ESSENTIAL FUNCTIONS:

1. Provides administrative support for Campus President including but not limited to collection of data for recordkeeping and reporting, accurate entry of data into databases, maintenance of databases and filing systems, development and maintenance of internal and external contacts and information materials.
2. From handwritten drafts, copies, information from records and files, or verbal instructions, types or otherwise prepares a variety of letters, memos, forms, reports, narratives, statistical tabulations, or other materials frequently requiring independent action and discretion on problems encountered and then routes appropriately.
3. Arranges and attends meetings, conferences, seminars, and other gatherings possibly to take notes or furnish information. Will be asked to prepare agendas/materials, contact invitees, arrange for room and refreshments, take minutes, and insure that all information is recorded and disseminated as required.

SPECIFIC RESPONSIBILITIES:

1. Compiles information for the College and Foundation Board of Directors packets, prepares agendas/materials, arranges for Board meetings, contacts invitees, arranges for room and refreshments, and takes Board meeting minutes.
2. Fleet (ATC vehicles) responsibilities including but not limited to timely execution of required and needed vehicle maintenance, upkeep and monitoring of vehicle check-out and check-in procedures, completion of vehicle reports, and safety training for all who use the vehicles.
3. Assists in maintaining accreditation requirements including but not limited to Advisory Council Committee meetings.
4. Makes travel arrangements for faculty and staff as requested.
5. Does research and retrieves information for special projects and assignments as assigned.
6. Fulfills special requests for mail-outs and special meetings and events.
7. Other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

QUALIFICATIONS:

1. High school diploma or equivalency degree (GED) and a minimum of two years of related work experience in an administrative position, demonstrating experience in modern office practices and procedures, knowledge and the use of office machines and equipment.
2. Skilled in typing accurately and composing business letters/emails, the ability to record and transcribe meeting minute from which to prepare an accurate record of events, and

ability to maintain a computer database, and electronic and paper files as well as accuracy in data entry and report compilation.

3. Strong computer skills and proficient in Microsoft Office skills (Word, Excel, and PowerPoint)
4. Ability to communicate with a helpful disposition necessary to deal effectively and courteously with internal and external contacts.
5. Ability to establish and maintain good working relationships with supervising personnel, co-workers, subordinates, civic organizations, business professionals, and the general public and to use good judgment in recognizing scope of authority.
6. Self starter with organizational and time management skills with a high degree of efficiency and accuracy.
7. Ability to understand and follow pertinent policies and procedures clearly and accurately.
8. Flexibility to undertake a variety of assignments.
9. Ability to adjust scheduled hours occasionally.

Disclaimer:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.