



Pay Grid: A1
Status / FLSA Status: Part Time/ Nonexempt
Classification: Support Staff
Department: Counseling and Student Success
Reports to: Dean of Student Success
Work Location: Oglesby Campus
Hours of Work: Monday through Thursday 8:00 a.m. to 3:30 p.m.

POSITION SUMMARY: Under general supervision of the Vice President for Student Services, the Administrative Assistant is primarily responsible for the office management and administrative functions required to effectively implement policies and procedures and day-to-day operations relative to the Counseling Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Perform complex office management and administrative assistant functions using independent judgment in a confidential setting.
- B. Administer complex departmental scheduling and appointment system.
- C. Ensure accuracy of all departmental websites and assist with their development.
- D. Provide front-line support services for the Counseling Department.
- E. Assist Counselors and the Dean with daily operational functions.
- F. Compile reports as needed for the Dean and Counselors.
- G. Coordinate and support annual Counseling-supported events (SUTD, PICU, on-the-spot admission days, and FCR sessions).
- H. Process and maintain records of all student waivers.
- I. Coordinate and record minutes for departmental meetings and other Student Services-related meetings as needed.
- J. Process phone messages and route sensitive interactions with students and the general public utilizing private channels.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Assist, as needed, with Student Services-supported events.
- ❖ Participate in campus wide teams and committees as appropriate.
- ❖ Serve as a backup editor for the College's online catalog.
- ❖ Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- 1. High School diploma or comparable professional experience required.
- 2. Data entry experience and excellent typing skills required.
- 3. Ability to work within a team environment required.
- 4. Customer service experience required.
- 5. Associate's Degree preferred.
- 6. Familiarity with an ERP system; Ellucian Colleague preferred.
- 7. Previous experience working in a higher educational institution preferred.



Administrative Assistant I - Counseling Job Description

PHYSICAL DEMANDS / 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.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.