Human Resource Services

Annual Salary Range: $25,032 - $36,812 Status: Non-Exempt Position No:

Administrative Assistant I

Career Counseling and Disability Services & Student Health Center

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

The purpose of this job is to provide a well run, organized office for both the Office of Career Counseling & Disability Services and the Student Health Center. Employee in this position serves as the administrative assistant for Career Counseling and Disability Services (CC&DS); Reports directly to the Director. Oversee the day to day administrative operation of the CCDS Offices and the Student Health Center. Responsibilities and assignments includes duties as office coordinator, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the CC&DS area of responsibility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

65% Composing/typing correspondence, maintaining confidential records and filing systems, receptionist duties, scheduling meetings, making travel arrangements, taking and distributing minutes from meetings, overseeing student workers, organizing functions, working with the budgets of both areas, completing requisitions and work orders.

15% Prepare daily and weekly reports for each area; utilize computer programs to design flyers, brochures and presentations; educate students on upcoming events and pertaining to jobs and internships; develop and maintain web material for educational purposed. Attend meetings and /or training on and off campus.

10% Assist with programming, special events, etc.

5% Budget/Requisitions/Work Orders.

5% Collect, compile, edit and proof data for various reports, projects and media.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Perform additional duties as assigned by the Director of Career Counseling and Disability Services; Operate office equipment such as fax, copier, printers, and phone system; create spreadsheets, word processing and other office applications,

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Supervise student workers and volunteers.
Monitor work hours and completed work;
Not responsible or hiring or termination of student workers.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Excellent grammar and organization skills, required;
Must be capable of successfully completing administrative duties and balancing multiple tasks;
Knowledge of personal computer, specifically a working knowledge of Windows based program (knowledge and proficient with Microsoft Office Suite;
Knowledge of working with a budget, experience with Colleague;

The ability to communicate with people from various backgrounds and cultures, related to recognize and assist individuals with personal needs and concerns.
Strong communication, organization, multi-tasking and problem solving skills;
Knowledge of personal computer and proficient in the usage of Microsoft Office Suite
Strong customer service interpersonal skills;
Possess strong customer service and people skills.

EXPERIENCE AND EDUCATION

(Indicate which are required, preferred, or desired.)

High school diploma, required;
3-5 Years of advanced clerical experience, required;
College or business school with 2-3 experience in higher education, desired;
Ability to type a minimum of 45 words per minute;
Proficient in Microsoft Word, Excel and Access;
Able to work with external agencies and a very diverse student population;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

Manage the Career Counseling & Disability Services and the Student Health Center budgets, completing requisitions and work orders.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Communicate with local, state and national colleagues in the field of ADA;
Typical contact at this level are those with person in their capacities as attorneys, contractors, or representatives of professional organizations, the news media, or public action groups and parents.
Extensive contact with LU faculty, staff and students;

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools to include LCD projector and screen.
6. Normal dexterity of hands and fingers
7. Normal coordination, including eye-hand, hand-foot
8. Normal endurance

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;