

## POSITION DESCRIPTION

---

**JOB TITLE:** Full Time Agriculture Division Administrative Assistant

**DEPARTMENT:** CTE – Agriculture

**DIVISION:** Academic Affairs

**HOURLY WAGE:** \$17.75

**HOURS PER WEEK:** 40

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** Agriculture Division Chair

**SCHEDULE DETAILS:** CLASSIFIED STAFF GRADE 3 / 12 MONTHS

**DATE OF LATEST REVIEW/REVISIONS:** 3/01/2025

### Position Summary

Provide clerical and administrative support for the Agriculture Division, with specific responsibility for Williams Building Reception. Responsibilities include but are not limited to the major functions listed below.

### Essential Job Duties

- Serve as primary receptionist.
- Answer telephone and greet visitors, respond to questions, ascertain nature of requests and direct accordingly, and take accurate messages as necessary.
- Maintain scheduling of Agriculture Division tours with Admissions staff and provide tours to prospective students of the Agriculture Division buildings.
- Type or key in a variety of documents, compose correspondence as directed, and proofread work for accuracy.
- Complete annual reports in Jenzabar for Technical Skill Assessments for the Veterinary Technology graduates.
- Organize and maintain the office filing system, filing correspondence and other documents as required, utilizing computerized database and spreadsheet programs in addition to manual systems.
- Reconcile and maintain division budgets along with submission of requisitions for purchases made by faculty and staff including supplies, clothing merchandise, swag for events and other items.
- Assist students with enrollment and financial aid processes as needed, accessing student information on the student database along with preparing enrollment schedules for students and individual advisors, checking to see if all students are ready to enroll.
- Complete deposits as needed into correct accounts and report all transactions to the appropriate offices.
- Assist in organizing and coordinating special events such as workshops or meetings, arranging for rooms, room setups, meals and refreshments as necessary.
- Assist with community groups that support the Agriculture Division through meal prep, room reservations, and all other needs.
- Attend recruitment events promoting the Agriculture Division as needed.
- Report all computer and technology issues to the Information Technology department as needed and assist students and staff with technology issues.
- Report all building maintenance and custodial needs through JIRA tickets.
- Perform general office area cleaning, inventory, and organizing as needed or assigned.
- Maintain Advisory Board records and assist in preparation and arrangement for advisory board meetings, department meetings and dinners as needed.
- Assist in preparing for travel events by reserving vans and purchasing supplies for faculty and students during the travel event.
- Cross-train with other Administrative Assistants as needed.
- Perform other related tasks as required.

### **Required Knowledge, Skills & Abilities**

- High School diploma or equivalent, Associate's Degree or equivalent in education/experience preferred
- One (1) year related work experience.
- Well-developed spelling, grammar, and proofreading skills.
- Ability to perform accurate data entry and word processing.
- Ability to perform multiple tasks and remain calm during frequent interruptions.
- Ability to develop databases as needed to fulfill job responsibilities.
- Ability to handle confidential material judiciously.
- Ability to proctor exams for faculty to maintain educational integrity for all classes and students.
- Ability to use e-mail with internal and external personnel.

### **Positions Supervised**

- Division work-study students as required or needed.

### **Working Environment**

- A neat appearance is required and appropriate apparel must be worn.
- Maintain normal business hours in accordance with Crowder College policy and standard hours, but adjustment of hours involving evening and/or weekend work may be required from time to time.
- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical**

- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear.
- Lifting or carrying mail or other items up to 50 pounds when needed.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language/Communication Skills**

- Ability to read and understand the English language.
- Ability to communicate effectively with a variety of people, including staff, students and the general public in both written and oral mediums.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
- Effective telephone communication skills, including ability to obtain and provide information verbally.

**\*\*\*CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.**