
POSITION DESCRIPTION

JOB TITLE: CTEC ADMINISTRATIVE ASSISTANT

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: SECONDARY CTE DIRECTOR

SCHEDULE DETAILS: CLASSIFIED STAFF/12 MONTH

DATE OF LATEST REVIEW/REVISIONS: May 9, 2024

Position Summary

Provides all clerical support functions for the Crowder Technical Education Center (CTEC) located on the main campus in Neosho.

Essential Job Duties

1. Coordinate the day-to-day operation of the CTEC offices providing clerical support for all program personnel, managing the office, ordering supplies, and arranging for substitute instructors.
2. Manage a variety of documents, composing correspondence as directed and proofreading work for accuracy.
3. Organize and maintain the office filing system as required, including electronic and hardcopy documents.
4. Serve as a liaison for post-secondary students in Neosho who may need connected with someone on the Joplin campus.
5. Provide support for on-site post-secondary instructors as needed.
6. Assist with attendance records for all program students.
7. Advise sending school personnel regarding student issues as necessary.
8. Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, taking accurate messages as necessary.
9. Assist with departmental budgets and track outstanding invoices and purchase orders.
10. Maintain the student database for the program, tracking such items as student driving permissions, personal information, and grades.
11. Prepare items for dissemination or publication including certificates, awards and student handbooks.
12. Organize and coordinate special events such as open houses or advisory committee meetings arranging for rooms, room setups, meals and refreshments as necessary.

13. Complete CORE data for state reporting purposes.

14. Perform other related tasks as required.

Required Knowledge, Skills & Abilities

1. Education: High School diploma/GED.
2. Experience: Minimum of one (1) year of full-time related work experience.
3. Language Proficiency: Strong command of spelling, grammar, and proofreading.
4. Computer Skills: Proficiency in various computer applications including typing, email management, electronic calendars, and Microsoft Office suite.
5. Office Management: Familiarity with general office procedures and adeptness with office filing systems.
6. Multitasking: Ability to efficiently handle multiple tasks while maintaining composure during interruptions.
7. Interpersonal Skills: Capability to establish and nurture positive working relationships with diverse stakeholders including high school students, area high school personnel, and colleagues within the college.
8. Confidentiality: Demonstrated capacity to handle confidential information discreetly and responsibly.

Preferred Knowledge, Skills & Abilities

1. Education: Associates degree in accounting, bookkeeping, office administration, or a closely related field.
2. Experience: Three (3) or more years of experience in a similar administrative role.
3. Proficiency in Specialized Programs: Experience with specific programs currently used by CTEC (such as PowerSchool, Canvas, etc.).
4. Financial Acumen: Understanding of basic accounting principles and practices, facilitating efficient financial management tasks as needed.
5. Problem-Solving Skills: Capacity to identify issues, propose solutions, and implement improvements in administrative processes to streamline operations.

Equipment/Software

1. Proficiency with Modern Office Equipment: Skilled in operating standard office equipment including computers, printers, scanners, and multi-function devices.
2. Advanced Software Proficiency: Expertise in word processing, spreadsheet, and database software such as Microsoft Word, Excel, and Google Sheets, enhancing efficiency in data management and document processing.

Positions Supervised

1. College Work Study Student

Working Environment

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. Access information using computers.
4. A neat appearance and appropriate business-like apparel are required.

Physical

1. Generally sedentary work involving sitting most of the time but will involve mobility within the office and campus locations.
2. Input and access information-using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. May sit at a workstation for up to three (3) hours at a time.

Creative and Analytical Skills

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

1. Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators, and the community.
2. Ability to read, write, speak, and understand English.
3. Fluency in a second language, such as Spanish, is desirable but not required.

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