

POSITION DESCRIPTION

JOB TITLE: COMMUNICATIONS DEPARTMENTAL ADMINISTRATIVE ASSISTANT

DEPARTMENT: COMMUNICATIONS

DIVISION: ACADEMIC AFFAIRS

HOURLY WAGE: \$17.75

HOURS PER WEEK: 19

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: DIVISION CHAIR OF COMMUNICATIONS DEPARTMENT, STEPHANIE WITCHER

SCHEDULE DETAILS: CLASSIFIED STAFF/GRADE 3

DATE OF LATEST REVIEW/REVISIONS: 4/7/2025

Position Summary

The Communications Departmental Administrative Assistant provides clerical support for the department.

Essential Job Duties

Provide clerical support as needed for the Communications Division, including:

- Assist Division personnel with correspondence, mailings, communications with staff and students, arranging functions, oversight of projects, and other such duties as may be required.
- File correspondence and other documents as needed, including appropriate handling of confidential materials
- Key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
- Greet visitors and answer telephone in a courteous and professional manner; respond to questions accurately; and make business calls as necessary to students, college employees, and outside agencies
- Create and maintain computer files (databases, spreadsheets, etc.) as needed to fulfill assigned responsibilities.
- Perform other related tasks as assigned by the Division Chair and staff.

Required Knowledge, Skills & Abilities

- Minimum of high school diploma or equivalent.
- Up to one (1) year of full-time related work experience.
- Excellent written, communication, and organizational skills.
- Ability to key in documents or data efficiently and accurately and perform multiple tasks.
- Knowledge of general office procedures and filing.
- Ability to establish and maintain professional conduct and positive working relationships with students, employees and community contacts.
- Ability to operate a personal computer using the Windows environment.

Positions Supervised

- None

Working Environment

- Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours, 29 hours per week, but adjustment of hours may be required occasionally.
- A neat appearance is required and appropriate apparel must be worn.
- 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

- Access information via the Crowder College computer network.
- Generally sedentary work involving sitting most of the time but will involve mobility within the office and service locations.

- Input and access information-using computers.
- Ability to concentrate on assigned tasks and pay close attention to detail.
- May sit at a workstation for up to three (3) hours at a time.
- Light lifting (5 – 20 pounds) may be required periodically.
- While performing the duties of this job, the employee is occasionally 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. Specific vision abilities required by this job include close vision.
- 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.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

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