

Position Description

Job Title: Concurrent Credit Administrative Assistant

Department: Concurrent Credit

Division: Academic Affairs

Hourly Wage: Starting \$16.05/HOUR, Increases Commensurate with Experience

Hours per Week: 40 **FLSA:** Non-Exempt

Immediate Supervisor: Concurrent Credit Coordinator

Schedule Details: Classified Staff/Range 1/12 Months

Date of Latest Review/Revisions: May 2024

Position Summary

The Concurrent Credit Administrative Assistant provides support to the Concurrent Credit Coordinator by processing enrollment applications, welcoming visitors and prospective students to the Concurrent Credit Office, answers phone calls, provides directions and assistance to those that need help, schedules advisory meetings for the Concurrent Credit Coordinator, collects necessary enrollment paperwork, and works to build relationships with key stakeholders, including high school counselors and administration.

Essential job Duties

- Process concurrent credit student applications
- Provide program information to students in the concurrent credit program
- Maintain and build relationships with counselors, instructors, schools, parents and students
- File correspondence and other documents, including handling of confidential materials
- Key in a variety of documents, compose correspondence, proofread work for accuracy
- Greet visitors and answer telephone in a courteous and professional manner
- Respond to questions accurately via phone, email, or in-person conversations
- Conduct business calls as necessary to students, coworkers, and outside agencies
- Create and maintain computer files (databases, spreadsheets, etc.) as needed to fulfill assigned responsibilities
- Assist with maintaining budget information, including purchase orders and requisitions
- Plan Concurrent Credit Meetings with campus and high schools
- Maintain Concurrent Credit deliverables needing yearly/semester updates
- Perform other related tasks as assigned by the Concurrent Credit Coordinator

Required Knowledge, Skills, and 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
- Ability to multitask with speed and accuracy in a highly visible role
- 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.
- High level of understanding of Microsoft Office, Adobe Acrobat, and Google Suites
- Comfort with learning new technology as needed to advance the Concurrent Credit Program
- Ability to work accurately and independently with minimal direction, including conducting office duties independently during high-travel times of the Concurrent Coordinator

Working Environment

- Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours.
- 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 involves 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 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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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.