

## POSITION DESCRIPTION

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**JOB TITLE:** HEP/CAMP ADMINISTRATIVE ASSISTANT

**DEPARTMENT:** HIGH SCHOOL EQUIVALENCY PRORAM/COLLEGE ASSISTANCE MIGRANT PROGRAM

**DIVISION:** STUDENT AFFAIRS

**HOURLY WAGE:** \$16.05 - \$17.82/HOUR

**HOURS PER WEEK:** 40

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** HEP/CAMP DIRECTOR OF ADMISSIONS

**SCHEDULE DETAILS:** CLASSIFIED STAFF/GRADE 3/12 MONTHS/GRANT-FUNDED

**DATE OF LATEST REVIEW/REVISIONS:** APRIL 2024

### Position Summary

The HEP and CAMP programs are seeking a passionate and dedicated individual who shares our commitment to student success, is a team player, student-centered, and embodies our core values. The HEP/CAMP Administrative Assistant is responsible for all administrative support in the office. When the administrative assistant is winning, students are greeted and served and the office has the support it needs to operate and serve students. Hours vary to accommodate weekend, evening, and summer project activities.

### Essential Job Duties

- Maintains fiscal records, reports, and budgets for each HEP and CAMP projects (annual budget of \$900,000);
- Works with the Project Director to create beginning budgets and set up budget with the Controller's office;
- Reconciles HEP and CAMP project budgets monthly;
- Works with Project Director and Controller's office to correct any errors in expenditures;
- Enters and processes all HEP/CAMP project pay requests and all student stipend check requests;
- Orders all HEP/CAMP supplies (from pay requests to check distribution);
- Purchases and maintains HEP/CAMP office supplies;
- Makes staff and students' college/cultural trip arrangements and reserves rental vehicles as needed;
- Assists in data collection and budgets for HEP/CAMP projects;
- Acts as staff support for occasional weekend, evening, and/or summer activities;
- Greets students and visitors and answer telephone in a courteous and professional manner;
- Responds to questions accurately; makes calls to students, college employees, outside agencies, etc.
- Maintains a working knowledge of HEP/CAMP legislation, regulations, and uniform guidance related to allowable spending and budgetary items; and
- Fulfills any other duties requested by the Project Director which job-related circumstances may demand.

### Required Knowledge, Skills & Abilities

- Associate degree or equivalent work experience required.
- One year full-time related work experience required.
- Budget management experience.
- Accurate data entry skills required.

### Preferred Knowledge, Skills & Abilities

- Ability to understand and effectively communicate complex education processes.
- Well-developed spelling, grammar, and proofreading skills.
- Ability to perform multiple tasks and remain calm during frequent interruptions.
- Ability to establish and maintain positive working relationships with other employees, students, and the public.
- Willingness to be flexible in hours worked and to coordinate work with others.
- Positive attitude and outstanding customer service.
- Effective telephone communication skills, including ability to obtain and provide information verbally.

- Ability to communicate effectively with a variety of people, including students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
- Bilingual, speaking and writing fluently in English and Spanish.

### Equipment/Software

- Information Technology Abilities required:
  - Ability to operate a personal computer using the Windows environment on the Crowder College Network
  - Ability to use E-mail
  - Ability to perform student information system and Records functions (Jenzabar, Documentum, Anthology)
  - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
  - Ability to utilize SharePoint, Teams and OneDrive.

### Positions Supervised

- None

### Working Environment

- 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.
- Hours vary to accommodate weekend, evening, and summer project activities as needed.

### 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.
- 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.
- Chaperoning activities may include outdoor activities (even in inclement weather) such as walking long distances, hiking and other physical activities.
- May require lifting up to 50 pounds occasionally.

### 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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