

## POSITION DESCRIPTION

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**JOB TITLE:** Talent Search Administrative Assistant

**DEPARTMENT:** TRIO Talent Search

**DIVISION:** Student Affairs

**HOURLY WAGE:** \$17.75 – GRADE 3

**HOURS PER WEEK:** 40

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** Shannon Hatfield

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

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

### Position Summary

Provide all clerical and secretarial support for the Talent Search projects, working closely with the Program Director to carry out services necessary to reach program objectives.

### Essential Job Duties

- Coordinate the day-to-day operation of the Talent Search office and serve as the main administrative clerical support for staff;
- Obtain bids for purchases and travel using specific procedures set by Director, working closely with TRIO Budget Manager, as needed;
- Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, taking accurate messages as necessary;
- Type or key in a variety of documents, composing correspondence as directed and proofread work for accuracy;
- Organize and maintain office filing systems;
- Organize and maintain program data as it pertains to current participants and tracking students through the National Student Clearinghouse for Annual Performance Reporting for both Talent Search programs;
- Handle routine correspondence and mailings;
- Assist in maintaining participant files through the Student Access database;
- Assist with copying and distributing all necessary materials (test, handouts, etc.) for workshops and events;
- Assist with on-campus events, chaperoning cultural trips, and other activities as needed;
- Develop protocol for various office activities;
- Perform other job-related tasks as required.

### Required Knowledge, Skills & Abilities

- Associate's Degree or equivalent preferred.
- Two (2) years full-time related work experience.
- Well-developed spelling, grammar, and proofreading skills.
- Knowledge of general office procedures and office filing systems.
- Ability to perform multiple tasks and remain calm during frequent interruptions.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

### 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.

**Physical**

- Access information via the Crowder College computer network.
- 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.

**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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