

Southeastern Illinois College

Administrative Assistant to the Associate Dean of Workforce and Community Education (Full-time position)

SALARY:	Negotiable Based on Education and Experience
DIVISION:	Workforce and Community Education
LOCATION:	Main Campus
REPORTS TO:	Associate Dean of Workforce and Community Education
BOARD APPROVED:	May 17, 2022

POSITION SUMMARY:

The position assists the Associate Dean of Workforce and Community Education with daily office duties, program planning, and CPR. This is a high-energy position demanding flexibility; ability to multi-task and triage; and the ability to perform as a team player. This position also requires self motivation, excellent organizational skills, and the ability to communicate effectively with others. Performing the duties of this position will require a professional attitude and proper office protocol at all times.

ESSENTIAL RESPONSIBILITIES:

1. Serve as receptionist for Workforce and Community Education department.
2. Provide assistance for special events (i.e., Heritage Festival, Career Fair, Health Fair, etc.)
3. Provide general oversight of CPR program, including but not limited to, scheduling campus and community –based classes, issuing CPR cards and maintaining student and faculty files, as well as staying current with American Heart Association (AHA) protocols.
4. Process all enrollment forms for credit and non-credit training offered.
5. Process billing invoices to the business office for all activities, and submit deposits.
6. Process purchase orders for all department expenditures.
7. Assist in the arrangement and set up of community education classes and trip.
8. Register and visit community education classes throughout the college district.
9. Assist with specialized programming for senior adults and children.
10. Work with the Marketing Office to prepare promotional materials for community education classes, programs and events and distribute marketing materials throughout the district, as needed.
11. Perform general clerical duties including organizing, filing, shredding, and photocopying documents and files, process work orders, and store and distribute office supplies for the department.
12. Attend and successfully complete staff development training, as assigned; and
13. Perform other duties and responsibilities that may be assigned by the Associate Dean of Workforce and Community Education and/or Vice President of Academic and Student Affairs.

EDUCATION REQUIREMENTS:

1. Associate's degree or equivalent experience which would include a minimum of two years of administrative or secretarial experience required.

2. Excellent computer skills and the ability to use Microsoft products with a high level of skill.
3. Strong project management skills.
4. Excellent communication and organizational skills.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, negotiate contracts agreements, manuals procedure reports, and/or ability required. Experience in a unionized setting is preferred.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

CERTIFICATES, LICENSES:

Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.