

Southeastern Illinois College

Administrative Assistant to the Executive Dean of Institutional Effectiveness and VP of Administrative Services

(Full-time position)

DIVISION: Institutional Research/Administrative Services
LOCATION: Campus
REPORTS: Executive Dean of Institutional Effectiveness and VP of Administrative Services

BOARD APPROVED:

REVISION:

POSITION SUMMARY:

This is a full-time administrative position that reports directly to the Dean of Institutional Effectiveness and the Dean of Administrative Services for assisting in the coordination and performance of the following activities and functions:

ESSENTIAL RESPONSIBILITIES:

Specific duties include:

1. Assist with the coordination, collection, and analysis of data for activities related to the SIC strategic plan, benchmarking metrics, diversity and inclusion metrics, and other initiatives including program review and assessment, in collaboration with the president's cabinet and other institutional research needs.
2. Assist with the design, collection and analysis of data related to the requirements for the college's Office of Institutional Effectiveness.
3. Assist with organizing and maintaining office files.
4. Assist with processing and submission of institutional, state, and federal reports.
5. Process routine correspondence with other institutions, colleges, universities, organizations, and state/federal entities.
6. Assist with risk management program and related activities.
7. Assist with the processing of asset disposal.
8. Perform other duties as assigned by the college.

EDUCATION: Associate Degree from a regionally accredited higher education institution.

QUALIFICATIONS: A minimum of two years of experience in an office setting with effective organizational and communication skills.

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, manuals, procedure reports, and/or ability required. Ability to maintain confidentiality.

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, REGISTRATIONS:

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 regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, 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 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to high.