

Southeastern Illinois College

Assistant to the Executive Dean of Administrative Services

(Full-time, administrative position)

SALARY:	Commensurate with Education/Work Experience
DIVISION:	Business Affairs
LOCATION:	Main Campus
REPORTS:	Executive Dean of Administrative Services
BOARD APPROVED	February 2018 / April 18, 2006

POSITION SUMMARY: This position reports directly to the Executive Dean of Administrative Services and is a full-time administrative position which serves to support the objectives of all functional areas reporting through Business Affairs, which include the Business Office, Environmental Services, and Auxiliary Services. Daily activities of the position consist of a combination of regular, reoccurring activities, as well as, project work. Also, requires the ability to multi-task in a fast-paced environment with excellent customer service and communication skills. This position is also responsible for the supervision in the Administrative Assistant Office on a daily basis.

ESSENTIAL RESPONSIBILITIES:

- Administrative support for the Executive Dean of Administrative Services
- Supervise employees as assigned including but not limited to payroll clerk
- Assists with preparation of reports, including reports for Board of Trustee meetings
- Maintain office filing system
- Completion of necessary business forms, including but not limited to, credit applications
- Maintain contract files to ensure contracts are current and all required insurance documentation is present
- Work with Executive Dean of Administrative Services to coordinate risk management activities
- Work with Director of Human Resources to maintain safety-training records and to schedule safety training for employees
- Record and maintain accident reports and meet OSHA reporting requirements
- Coordinate and oversee purchasing activities
- Coordinate and oversee payroll operations, including processing, controls, 403(b) plans, and related functions
- Coordinate and oversee retirement (e.g. SURS) reporting
- Be responsible for scheduling and coordinating training of employees using Business Office Services (i.e. purchase requisition entry, rental car program, etc.)
- Maintain telephone administrative and voicemail systems. Work with Human Resources to maintain employee directory
- Train employees on the use of the telephone system
- Schedule telephone equipment service and purchase necessary consumable telephone equipment(lessthan\$5,000)

- Work with the Executive Dean of Administrative Services in the preparation of ICCB facility reports
- Assist in the preparation of annual budgets and work with college budget officers to ensure accurate and efficient budgets
- Assist the Executive Dean of Administrative Services in the public advertisement of bids and with compliance of all public notification requirements including the conducting of public bid openings and public hearings
- Be an integral part of the assessment and strategic planning process for all of Business Affairs
- Participate in continuous quality improvement activities for Business Affairs
- Maintain awareness of the job responsibilities for each position in Business Affairs and work with the Executive Dean of Administrative Services and Director of Human Resources to keep job descriptions current;
- Serve on committees as directed by the Executive Dean of Administrative Services; and
- Other duties as assigned by the Executive Dean of Administrative Services and/or President.

Risk management responsibilities and duties:

- Engage in risk management training
- Advise administration on risk management issues as appropriate and/or requested
- Help coordinate an effective loss control program with the insurance carrier's representative
- Assist in budgeting for costs of risk management
- Maintain files on all students' and staff injuries
- Coordinate staff and faculty efforts as appropriate to supervise safety issues
- Monitor compliance with College rules and regulations
- Conduct disaster drills as necessary

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.

EDUCATION REQUIREMENTS:

Associate degree in business or related area required with experience in business management preferred. Experience and skill sets are chief considerations.

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, contracts agreements, manuals procedure reports, and/or ability required.

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