JOB DESCRIPTION

Title of Position: Administrative Assistant
Department: Academic Advising
Classification: Non-Union Support Staff, Non-Exempt
Status: Regular, Part-time, 30 hours per week, 12 months
(Flexible schedule required including day, evening, & occasional weekend hours)

Function:
To perform administrative and office management functions for Academic Advising and Disability Support Services.

Organizational Relationship:
Reports to the Coordinator of Advising, who reports to the VP of Student Services, who reports to the College President.

Qualifications
1. Associate Degree
2. Two years relevant experience required, with prior experience in an educational environment preferred
3. Excellent organizational, communication and interpersonal skills
4. Strong computer skills, with knowledge of word processing applications, spreadsheets and database software
5. Highly detail oriented with ability to work independently
6. Understanding of and commitment to community college mission
7. Must be willing and able to work as part of a team
8. Commitment to community college mission and philosophy
9. Commitment to supporting and participating in student activities and College events

Essential Functions:
1. Answer and respond to incoming calls and in person inquiries
2. Provide excellent customer service
3. Manage advising walk-in student traffic and schedule advising appointments
4. Prepare degree audits for degree completion planning and financial aid appeal documentation
5. Assist in preparing correspondence in advising and disability support services
6. Assist with set-up, update and maintenance of data bases for advising and disability services
7. Use Datatel system for processing and tracking information as needed
8. Refer students to support services and resources available to facilitate success

Other Functions:
1. Perform other duties as assigned.
Supervisory Controls:
Required to work independently with a minimum amount of supervision. Supervisor will provide guidance in setting daily and weekly priorities and is available as needed.

Supervisory Responsibilities:
Assist in supervising student workers assigned to the Advising office.

Guidelines:
Position is expected to follow all College policies and procedures as well as all local, state, and federal laws. Position is also expected to adhere to and foster development of Kaskaskia College core values of compassion, honesty, respect, responsibility, and fairness.

Personal Relationships:
Position will have extensive and daily contact with students, parents and other College employees.

Physical Demands and Work Environment:
Position is performed in a busy office environment with frequent distractions and interruptions. Travel within the College district and some nights and weekends are required.

Signatures:

______________________________  _______________________
Signature of Employee          Date

______________________________  _______________________
Coordinator of Advising        Date

______________________________  _______________________
VP of Student Services         Date

______________________________  _______________________
President                     Date

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