Position Title: Administrative Assistant – Title III
Contract Term: 12-month position
Accountable To: Title III Director / Director of Research, Assessment & Accreditation
Salary: $16.18 - $17.57/hr

Summary of Position: The purpose of this position is to maintain record keeping, assist the program director(s) with any issues they may have, keep up to date with all TMCC policies and procedures. This position requires a strong working knowledge of computer systems.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties that must be done in a timely manner. Must be attentive to detail within the assigned duties, have good professional working relations will TMCC personnel. Maintains confidentiality of sensitive information.

Personal Contacts: Works frequently with the Academic Coordinator and supervisors involved in Title III and other relevant faculty at TMCC. Daily contact with Title III Director.

Supervision Received: This position is supervised overall by the Title III Director.

Essential Functions:

RESPONSIBILITIES:
• Responsible for the overall efficient office administration.
• Strong networking and communication skills
• Coordinates and implements office services such as purchasing, records control, projects, budget operations.
• Locates and compiles information; creates reports, graphs and tables using information and formats other sources of information
• Coordinates preparation of financial and operations reports
• Assists in obtaining information for budgeting
• Maintains information relating to grant rewards, blueprints and correspondence
• Responsible for monitoring budgets to ensure grant compliance in spending.
• Compiles, organizes and interprets survey data for relevant faculty.
• Develops surveys for relevant faculty.
• Picks up and delivers materials as required
• Answers telephone, screens callers, relays messages, and greets visitors
• Opens, sorts and screens mail for Title III.
• Operates office equipment such as photocopier, fax machine, and calculator
• Coordinates the servicing of equipment
Administrative Assistant – Title III

- Operates a computer to access e-mail, electronic calendars, and other basic office support software
- Files in alphanumeric order and locates material from files
- Experience in Microsoft Office Suite.
- Completes various request forms for office supplies and equipment as directed.
- Serves on institutional committees as assigned.
- Performs other position related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge in data collection, data input, spreadsheets, etc. Knowledge of filing systems and basic office operations, including internet, email, word processing programs is also required.

Skills: This position requires well-developed communication and organizational skills and the interpersonal relations skills appropriate to regular and intensive interaction with students and public. Must possess good customer service skills, be able to listen without being judgmental, perform multiple tasks, and operate all types of technology.

Abilities: Must be able to communicate effectively and positively promote the college mission and programming. Will require frequent interaction and working effectively with college staff and faculty. Must be able to recognize situations and provide assistance, make sound decisions or refer to someone for assistance.

Physical Demands: Able to sit for long periods of time and lift up to 20 pounds occasionally.

REQUIRED QUALIFICATIONS:
- Administrative Assistant Associate degree or degree from related field.

PREFERRED QUALIFICATIONS:
- Two years work experience in an office setting.

Written: 8/16
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