The Administrative Assistant to the Dean of Career and Technical Education shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Trustees upon the recommendation of the President. This position shall report to the Dean of Career and Technical Education as designated by the President.

Qualifications:

Associate Degree preferred. This position requires organizational, clerical, and computer skills (word processing and spreadsheet applications) in addition to excellent interpersonal skills with ability to problem solve, locate information, and maintain office confidentiality.

Job Description:

The Administrative Assistant will serve as an ambassador for the Career Center as the initial contact in the building for faculty, staff, students, and college visitors. In addition, organizational skills and Microsoft Office proficiency will be necessary for efficient operation of the Career and Technical Education office. This is a full-time, 12-month, salaried, non-exempt position.

The Administrative Assistant to the Dean of Career and Technical Education shall:

1. Maintain and update the Career Center Procedures Manual;
2. Perform all typing of correspondence, memoranda, requisitions and reports for Career and Technical Dean;
3. Maintain all files of personnel;
4. Coordinate meetings and appointments for the Dean of Career and Technical Education;
5. Order all supplies for Career Center building copiers and fax machine;
6. Maintain records of invoices and CTE requisitions;
7. Serve as receptionist for Career Center providing excellent customer service for faculty, staff, students and guests;
8. Track due dates and assist in the preparation of various government reports and surveys by providing assistance with typing, copying, etc.;
9. Maintain good communications among Dean, faculty, staff and students;
10. Maintain confidentiality of records and information related to the office;
11. Maintain record of Career Center personnel absences, professional and non-professional, and process accordingly;
12. Arrange, tabulate, and submit to Dean all class evaluations of instructors of career and technical classes both on and off campus;
13. Arrange and prepare paperwork for yearly evaluations of faculty and staff;
14. Monitor Career Center copy machines, log paper usage and empty money twice a year. Send a monthly report to the Finance Office;
15. Monitor Work Study student in C21 computer lab and electronically submit time sheets;
16. Maintain and update instructors’ schedules on office doors and classroom doors. Also prepare for inclusion on the web page;
17. Develop, bind, and distribute a book of all faculty schedules each semester;
18. Monitor maintenance needs of Career Center building and send requests for repairs to the Maintenance department;
19. Update and maintain syllabi, degree plans, course descriptions, adding them to the web page as requested by instructors;
20. Provide assistance to other departments when need arises;
21. Attend Division Chairs meetings and take minutes;
22. Serve as mentor as required;
23. Assist with annual Faculty/Staff meeting in the fall;
24. Prepare and mail diplomas and certificates after each graduation date;
25. Maintain supply of brochures and catalogs for entire Career Center use;
26. Maintain credit cards;
27. Perform other duties as assigned by the Dean of Career and Technical Education or President of the College.