The Administrative Assistant at MACC-Kirksville shall be appointed by the Board of Trustees upon recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon recommendation of the President. This position reports to the Director of the MACC-Kirksville.

Qualifications:
An Associate degree is preferred. The position requires excellent written and verbal communication skills, excellent interpersonal skills, and a working knowledge of Microsoft Office programs. It also requires the ability to pay close attention to details, perform multiple tasks with frequent interruptions; analyze data; forecast and plan; work under pressure; solve problems; accept and implement change.

Description:
The position involves performing a variety of challenging tasks including front-end reception of students; provide assistance to students and families pertaining to enrollment and answering questions; answering phones; coordinating in-coming and out-going mail; and providing clerical and other administrative assistance to the Director of MACC-Kirksville. This is a full-time, 12-month, salaried, FLSA non-exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

Essential Tasks:
1. Be familiar with the curriculum, policies, and general operations of Moberly Area Community College (MACC).
2. Perform general administrative assistant duties to include answering telephone, greeting and directing office visitors appropriately, sort and distribute mail.
3. Schedule student appointments for advising, enrollment, Accuplacer testing, etc.
4. Maintain strong communication between the Directors, faculty, staff, and students;
5. Prepare documents as necessary utilizing Microsoft Office software.
6. Maintain both physical and digital office filing systems;
7. Oversee copier maintenance and supplies
8. Assist staff in general office operations.
9. Assist faculty, staff, and students with vending machines (refunds).
10. Assist with other enrollment operations as needed.
11. Make sure new and current instructors have appropriate materials and paperwork provided by the Director.
12. Maintain appropriate supplies for faculty and staff.
13. Maintain and keep updated on all forms in use.
15. Use discretion at all times when dealing with faculty, staff and students.
16. Maintain an appropriate and professional attitude at all times.
17. Perform other duties as assigned.