Job Title: Administrative Assistant to the College of Adult and Graduate Studies (CAGS)

Division/Department: College of Adult and Graduate Studies
Location: Main Campus - CAGS
Reports to: Vice-President of the College of Adult and Graduate Studies
Position #: 126

Position Type: Full-time
Part-time
Student Worker

FLSA Status: Exempt
Non-Exempt

Hours worked Per Week: Approximately 40

POSITION SUMMARY:
To provide a professional level of executive administrative support to the Vice President of CAGS, CAGS Dean and Associate Dean in the oversight of the College of Adult and Graduate Studies to meet the academic needs and requirements of faculty, staff and students while managing daily operations and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Provides support and assistance to CAGS administrators by performing a variety of associated administrative and fiscal activities;
- Oversees the day-to-day administration for the College of Adult and Graduate Studies;
- Uses independent judgment in the application of policies and procedures;
- Implements office objectives and establishes priorities;
- Conducts research and compiles statistical reports.
- Serves as a liaison between the VP for CAGS and other cabinet members;
- Serves as a liaison between CAGS and Hobson as it relates to request for information regarding state authorization;
- Coordinates the flow of incoming and outgoing communications by: drafting routine correspondence with e-mail or fax answer and screen telephone calls, arrange conference calls;
- Coordinates and arranges all CAGS meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings; distribute and maintain records;
- Reads and routes incoming mail. Locates and attaches appropriate files to correspondence to be answered by employer;
- Schedules appointments, maintain outlook calendar and travel arrangements for the VP of CAGS, CAGS Dean and CAGS Associate Dean;
- Assists in the administrative units strategic plan;
- Maintain confidentiality of all information exposed to in the course of business regarding employees and students;
- Provides administrative support for all employees and visitors such as assisting and resolving problems and inquiries;
- Prepare purchase orders for submission to the business office;
- Assist with and maintain budget information;
- Maintain an efficient filing and record keeping system for the College of Adult and Graduate Studies;
- Greets scheduled visitors and conducts to appropriate area or person;
- Orders and maintains supplies, and arranges for equipment maintenance;
- Coordinates the daily activities in preparation for night classes;
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:
Directly supervise one student worker in College of Adult and Graduate Studies. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training student worker; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**EDUCATION and/or EXPERIENCE:**
Associate's degree (A. A.) or equivalent from two-year college or technical school and six months to a year related experience and/or training; three years related experience and/or training, which should include office management experience; or equivalent combination of education and experience.

**OTHER SKILLS AND ABILITIES:**
Must be detailed oriented and have excellent verbal/written communication skills. Ability to work well with others, facilitate collaborative efforts, maintain confidential information through record documentation and record keeping, plus strong skills.

**COMPUTER SKILLS:**
To perform this job successfully, an individual should have extensive knowledge of Microsoft Word, Access and Excel software.

**PHYSICAL DEMANDS:**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.