

**POSITION** Administrative Assistant – Full-time  
**APPLY BY** June 1, 2022  
**HIRE DATE** June 20, 2022

**CLASSIFICATION** Non-Exempt  
**POSTING DATE** May 19, 2022

### **SUMMARY**

The Administrative Assistant will provide administrative functions in accordance with the department and organizational policies and procedures. Responsibilities may include scheduling classes and/or activities; compiling, tracking, maintaining, and reviewing student, academic, and other data and reports; responding to standard information requests regarding academics or general operations; creating and maintaining databases of student records; administering student surveys; processing student enrollment paperwork; and making standard purchases of office and/or instructional materials.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Responds to information and work requests regarding statutes, enrollment requirements, academic programs, reports, contracts, and other matters;
- Creates and plans schedules; duties may include creating and planning program and instructor schedules; coordinating room usage; scheduling and administering student and instructor evaluations; and scheduling rotational assignments and background checks
- Schedules and coordinates department projects, official meetings, background checks, and/or events;
- Prepares, maintains, and/or updates documents, handbooks, spreadsheets, and databases to ensure data accuracy and effective communication across the College;
- Monitors budgets, accounts, billings, or expenditures; duties may include, but are not limited to, determining actual training costs, determining the accounts needed to be charged, initiating payroll authorizations, monitoring project billing accounts and grant budgets
- Prepares and processes program, academic, hiring, and/or other forms; duties could include organizing paperwork for training and marketing purposes, preparing IT request forms, preparing and monitoring financial assistance logs, entering records with the Bureau of Apprenticeship Standards completing paperwork for on-site reviews and program accreditation visits;
- Makes purchases and prepares requisitions for equipment and supplies; prepares reports;
- Performs other related duties as assigned

### **TRAINING, EXPERIENCE AND SKILLS**

- Associate Degree in administrative assistant, office management or a related field plus a minimum of two years of related work experience.
- Proficient in using e-mail, Internet, Microsoft programs and other software
- Ability to handle sensitive, confidential, and complex office situations is necessary for the effective performance of duties and responsibilities.
- Exceptional ability to handle a multitude of tasks simultaneously and to meet deadlines.
- Ability to deal tactfully and courteously with the college staff and general public and to maintain effective working relationships.
- Utilizing communication and interpersonal skills in all interactions
- Strong problem-solving skills.
- Customer-focused with an ability to exercise good judgment, make decisions within the scope of authority, and discreetly handle difficult situations and confidential matters.

## KNOWLEDGE

- Budgetary principles;
- Customer service;
- Recordkeeping principles;
- Principles and practices of planning event;
- Problem-solving;
- Time management .

## PHYSICAL REQUIREMENTS

Positions in this class typically require: crouching, stooping, kneeling, walking, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc). For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

**WAGE BAND:** B22, Hourly Range - \$18.48 - \$24.03

## BENEFITS/SERVICES:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability Insurance
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System
- On-campus day care (hourly rate)

## SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.