

POSITION Administrative Assistant – Part time, Limited term
APPLY BY Posted until filled
HIRE DATE June 1, 2022

DIVISION Public Safety
REPORTS TO Director of Public Safety
CLASSIFICATION Non-Exempt/Hourly
POSTING DATE May 18, 2022

SUMMARY

The Administrative Assistant will provide administrative services and perform routine and non-routine clerical 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. This is a part time, limited term position for 20 hour/week ending December 22, 2022.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Responds to information and work requests regarding enrollment requirements, public safety programs, and other matters; duties may involve addressing divisional-related inquiries; providing information on and resolving issues
- Creates and plans schedules; duties may include creating and planning program and instructor schedules; coordinating room usage and scheduling rotational assignments and background checks
- Schedules and coordinates department projects and/or events which may include preparing meeting agendas; and researching information for departmental projects
- Prepares, maintains, and/or updates documents, Smartsheets, and databases to ensure data accuracy and effective communication
- 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
- Makes purchases and prepares requisitions for office equipment and supplies; prepares statistical 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 as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.
- 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

- Customer service;
- Applicable computers and software (Microsoft Word, Excel, PowerPoint, and email);
- Methods of preparing various documents;
- Methods of creating schedules;
- Recordkeeping principles;
- Principles and practices of planning events.
- Problem-solving methods
- Time Management processes

SKILLS

- Operating computers and software;
- Providing customer service;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Compiling data and information and maintaining records;
- Preparing reports and documents;
- Creating schedules;
- Planning events;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS

Position requires: stooping, reaching, standing, walking, talking, hearing, seeing and lifting.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc.

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

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

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.

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