

San Joaquin Valley College
Job Description

Job Title: Administrative Assistant-Campus
Department: Administration
Reports to: Campus Director
Classification: Full-time, Non-exempt

Summary: The Administrative Assistant for the Campus performs a variety of administrative support activities of a very responsible, difficult and often confidential nature. The Campus Administrative Assistant also assists the designated corporate staff person in payroll preparation and human resource responsibilities.

Essential Duties and Responsibilities:

- Assists the Campus Director in completing projects, drafts, proposals, budgets and completes word processing of correspondences
- Takes and transcribes minutes of meetings
- Assists employees and corporate staff member in charge of travel arrangements by insuring all required forms are filled out adequately
- Assists with the recruiting, hiring and training processes
- Handles all new hire paperwork, termination or resignation paperwork and employee status changes
- Maintains employee desk files
- Prepares, inputs and submits payroll to corporate
- Tracks and monitors the status of employee evaluations and merit increases
- Inputs all employee status changes, employee evaluations and merit increases
- Assists with the implementation of termination actions
- Acts as an information resource to staff on SJVC policies and procedures, employee benefits and worker's compensation
- Researches and responds to questions regarding SJVC policies and procedures, employee benefits and worker's compensation
- Serves as a member on the Safety Program committee; takes minutes of meetings; participates in safety training; maintains required documentation
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

Supervisory Responsibilities: This job may or may not be assigned to supervise student services staff members. The Campus Director determines supervising responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Assists with the development of project plans; assists with the coordination of projects; communicates changes and progress; completes assigned projects on time.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee or student situations; responds promptly to employee or student needs; solicits employee feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; inspires trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follow policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

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 – Bachelor's or Associates Degree preferred; or five years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, transcribe minutes; ability to effectively present information in one-on-one and small group situations to employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, Outlook and payroll software.

Physical Demands: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

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.