



## JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant, Phone Operator

**REPORTS TO:** Assistant VPAA

**CLASSIFICATION:** Clerical III

**STATUS:** Part-time, non-exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position.

**JOB OVERVIEW:** Under the general direction of the Assistant Vice President for Academic Affairs, perform administrative and confidential duties; receive in person or by telephone, students, faculty, staff, and community; and perform a variety of other duties as required or assigned.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for general office clerical duties
- Greet and assist visitors to CSC, by telephone and in person
- Work confidentially with discretion on sensitive and private information
- Handle day-to-day office operations: screen and route telephone calls; complete research and compile data and on assigned topics
- Assist in preparing documents for reports and statistical data as directed
- Coordinates with to establish effective follow-up systems regarding student persistence and retention
- Manage all correspondence that is needed through CSC phone system
- Provide support to students, faculty, and staff as appropriate
- Purchase and maintain office supply inventory

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position*

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have good interpersonal skills
- Must have good verbal and written communication skills
- Must be proficient in Microsoft Office (in particular Outlook, Word, Excel and PowerPoint)
- Skilled in the use of electronic equipment, such as computer, printer, copier, multi-line operator desk phone
- Demonstrated willingness and ability to act ethically and socially responsible

### **EDUCATION/EXPERIENCE REQUIRED:**



- Associate's degree or a minimum of two (2) years of experience in a comparable position

*Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.*

**SIGNED:** \_\_\_\_\_ **DATE:**

\_\_\_\_\_