



JOB DESCRIPTION

JOB TITLE: Title III Administrative Assistant

REPORTS TO: Title III NASNTI Program Director

STATUS: Part-Time, non-exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: Under the general direction of the Title III Program Director, the Administrative Assistant will support project staff.

ADMINISTRATIVE ASSISTANT DUTIES AND RESPONSIBILITIES:

- Clerical support, tracking of expenditures and budget monitoring, and assistance in performance report preparation
- Assist Project Director with program data analysis
- Prepare monthly grant agenda and type meeting minutes
- Monitor and maintain grant documents
- Assist Project Director as needed

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.

EDUCATION/ EXPERIENCE REQUIRED:

- Associate Degree and demonstrated proficiency with standard office software (Word, Excel, PowerPoint, databases)
- Knowledge of budgetary/purchasing processes within a higher education setting

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent interpersonal, verbal, and written communication skills
- Demonstrated willingness and ability to act ethically and socially responsible
- Must be able to work at the location that best serves the institutional needs of Connors State College
- Demonstrated ability to work collaboratively as a member of a team
- Ability to handle multiple tasks with attention to detail
- Must be a self-starter, able to prioritize tasks to meet multiple deadlines

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

SIGNED: _____ **DATE:** _____