



JOB DESCRIPTION

JOB TITLE: Administrative Assistant/Tutor Coordinator

REPORTS TO: Director of Student Support Services

CLASSIFICATION: Grant funded

STATUS: Full time, non-exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

DUTIES AND RESPONSIBILITIES:

- Ensure the efficient day-to-day operation of the department and support the work of the Student Support Services director and other staff
- Work closely with program director in administrative matters such as budget and policies and procedures
- Provide secretarial support including clerical and administrative support to the program director and other staff
- Answer and direct general phone inquiries to the appropriate staff members using a professional and courteous manner
- Reply to general information requests with accurate information
- Greet students and visitors of the department in a professional and friendly manner
- Update and maintain the department database to ensure accuracy
- Use computer, word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Prepare and send outgoing faxes as well as sort incoming mail, faxes, and deliveries for distribution
- Purchase, receive, and store office supplies ensuring that basic supplies are always available
- Make travel, meeting, and other arrangements for staff
- Coordinate the maintenance of office equipment
- File student data according to established records management procedures
- Process purchase orders ensuring timeliness and accuracy of information
- Organize study groups and cooperative learning groups for participants and coordinate tutoring sessions for participants
- Assist in scheduling academic and cultural workshops and field trips
- Draft minutes of staff meetings for review by the program director

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:

- Ability to relate to culturally diverse populations
- Strong interpersonal communication skills
- Knowledge of office filing procedures
- Computer/Software skills
- Scheduling
- Database experience
- Ability to organize and prioritize workload
- Knowledge of budget management
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Associate degree required
- Experience in office administration or related field

EDUCATION/EXPERIENCE PREFERRED:

- Bachelor's degree
- Experience in higher education administration
- Knowledge of SCT & Budget Management

SPECIAL REQUIREMENTS:

- Must be able to work flexible hours as required

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

SIGNED: _____ DATE: _____