

DIVISION ASSISTANT

DEFINITION:

Under general direction, the employee implements and coordinates office procedures and timelines in order to provide support for the Dean or Administrator overseeing various division services and programs. This position works with college faculty and other staff, students, vendors, other educational institutions, business and community representatives, regulatory and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve issues that may arise. Division Assistants can lead the work of other clerical staff, volunteers and student workers as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other administrative and secretarial jobs including Senior Departmental Assistant in that incumbents complete complex clerical work at the action level involved in providing major logistical and operational support for a multi-faceted division, including responsibility for office management and maintenance of division budgets with substantial grant funding. Other responsibilities at this level generally include coordinating with outside agencies; maintaining contracts, MOU's, or other agreements and monitoring compliance. Specific responsibilities vary depending on the divisions to which assigned.

ESSENTIAL DUTIES: The following duties are typical of those by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title:

- Exchanges information with College faculty, staff, contractors, vendors, the general public, other educational institutions, outside agencies, businesses and organizations regarding division services, operating policies, and procedures;
- Serves as a liaison between division staff and other College offices for a variety of operational, logistical, program and other procedures;
- Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to make appropriate referrals; sets up and maintains a management calendar; attends meetings and other events to obtain and provide current information; coordinates divisional events;
- Manages a variety of contracts and MOU's ensuring compliance with each external agency;
- Coordinates recruitment for part-time faculty and schedules interviews;
- Distributes, collects and compiles faculty evaluations

MINIMUM QUALIFICATIONS:

Knowledge of:

Office organizational procedures including workflow, office equipment, supplies, file systems and computer applications.

Proper formats for a variety of correspondence, reports and other documents.

Personal computer applications software including spreadsheets and word processing.

Correct English usage, including spelling, grammar, punctuation and vocabulary.

Budgeting fundamentals.

Standard business arithmetic.

MOU/Contract Compliance

Comprehensive understanding

Classified