It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives:**
- Campus safety and security needs are met in timely fashion
- A variety of administrative support duties are performed for the Director of Public Safety

**Essential Duties and Responsibilities:**
- Handles inquiries that are directed to the Office of Public Safety
- Reviews and edits reports
- Performs data entry
- Coordinates key issuance for various departments across campus
- Issues parking permits according to campus protocol
- Acts as contact person for officers during daytime hours
- Interacts with fire/rescue personnel
- Conducts billing for parking and various campus citations
- Processes state forms for rescue billing
- Completes worker’s comp 1st reports of injury
- Makes deposits for monies received for rescue billing and parking fees/fines
- Processes campus citations, trespass notices and parking citations

**Secondary Responsibilities:**
- Maintains office and parking permit supplies
- Processes parking appeals
- Supports officers with campus parking information
- Answers phone and greets visitors to the office
- Retrieves and distributes mail
- Performs filing and record keeping

**Positions Supervised:**
- None

**Major Contacts:**
- Students
- Fire/rescue personnel
- Vendors/towing
- Dispatch
- Insurance adjustors
- Facilities personnel
- Parents
- All departments for key issuance
- All departments for worker’s comp 1st reports
Saint Michael’s College
Job Description
Job Title: Administrative Assistant

Demonstrates Excellence:
• Handles all interactions in a courteous and professional manner
• Is consistent, calm and tactful in all situations
• Approaches work with a good balance of humor and appropriate seriousness
• Works with a sense of fairness and integrity

Education and Work Experience:
• High school diploma or equivalent

Analytic Skills:
• Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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<th>Working Knowledge</th>
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Other:
IRIMS (intermediate)
Powerpark (intermediate)
Access (Intermediate)
Emergency Reporting (working knowledge)

Licenses, Certifications and Other Requirements:
• None

Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Administrative Assistant, the employee is required to lift and/or move up to 10 pounds.
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 a disability to perform the essential functions.

Additional Requirements for the Job:
• None

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.