Saint Michael's College
Job Description

Job Title: Administrative Assistant

Department: Student Life

Supervisor or Manager: Vice President of Student Affairs/Dean of Students

Date Created: 7/15/2005   Last Revised: 7/15/2005   FLSA Status: NE

Approved by (print name): ________________________  Signature: ________________________

Our Mission: 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 of the Position:
- Confidential secretarial and administrative support is provided for the Vice President of Student Affairs/Dean of Students, Director of Residence Life, Housing Coordinator, Assistant Directors (4), and Resident Directors (9)
- Telephone communications are screened and handled, visitors are greeted and directed appropriately
- A safe, respectful and welcoming environment to all students, faculty and staff is maintained
- Dean of Students and Director of Residence Life are kept abreast of current issues on campus, student concerns and office problems as they arise
- Departmental meetings are coordinated and organized
- Written documentation and correspondence is prepared
- Dean’s appointments are scheduled and coordinated
- Oversight of daily office activities is provided
- Data to maintain departmental records and databases is gathered, entered and/or updated
- Student files are established and maintained
- The day-to-day management of supplies, equipment and facilities for the department is accomplished
- Work-study students are supervised, trained, evaluated and their schedules managed each semester
- Office projects are delegated to work-study students as needed

Essential Duties and Responsibilities:
- Serves as primary point-of-contact and liaison between the office, students and external constituencies on a range of day-to-day issues
- Coordinates office work for student employees and acts as a mentor and role model to work-study students
- Clarifies questions from parents and students over the phone and in person
- Supervises 6-8 work-study students each semester
- Performs database management of all housing and meal assignments
- Creates and maintains student files
- Collects, reviews and submits timesheets to payroll office for office work-study, staff assistants and resident assistants
- Maintains Excel spreadsheet of all hours worked, amount of budgeted dollars spent and amount of work-study money spent for each semester

Secondary Responsibilities:
- Orders paper, fixes jams and calls in repairs for the Alliot Student Center copier
- Enters in work orders for Student Life office and students as needed
- Provides assistance to staff regarding software questions and problems
- Designs office brochures, posters and other projects as needed
- Implements new office ideas

Positions Supervised:
- Work-study students (6-8)

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**Position’s Major Contacts:**
- Students and their parents
- Faculty/staff
- Vendors
- Property managers and landlords
- Federal agents and local authorities
- Census Bureau Agents

**Demonstrates Excellence in this Position:**
- Multi-tasks and prioritizes work well, is tremendously organized and competently coordinates multiple ongoing projects
- Remains calm and focused in an emotionally stressful and ever-changing array of situations

**Education and Work Experience Required:**
- Associate’s degree or equivalent combination of education and experience

**Analytic Skills Required:**
- None required. Work is organized by someone else. Any problems are referred to others to resolve.

**Language and Literacy Skills Required:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills Required:**

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<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>X_ Highly Proficient</th>
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<td>Microsoft Powerpoint</td>
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<tr>
<td>Adobe Photoshop</td>
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**Licenses, Certifications and Other Requirements:**
- None required

**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 occasionally 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.
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Additional Requirements for the Job:  
- Ability to communicate orally and in writing with a variety of different people  

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.