

Job Description

Title: Administrative Assistant Office of Instruction	Salary Band: B23
CBA Position: KCSS	Band Range: \$37,886-\$53,238
Department: Instruction	FY18 Budget: \$
Reporting Manager: Dean of BCT	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

Provide clerical and administrative assistance to the Dean of BCT. Provide support in divisional processes to help aid faculty, students, and other Office of Instruction staff. Assist the Office of Instruction with preparation and retention of records, reports, courses, contracts, payroll, and other activities as assigned. Work with Instructional Deans, Associate Deans, Teaching Chairs, and other staff with projects and events.

Supervisory Responsibilities: None

Minimum Qualifications/Basic Job Requirements:

High School Diploma or equivalent/Preferred AAS in Office Systems or related field

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Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

Work is normally performed in a general office setting

Work is conducted in a busy office environment with frequent interruptions

This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2019