



## Job Description

**Title:** Administrative Assistant, Assistant Vice President  
Instruction  
**CBA Position:** KCSS  
**Department:** Instruction  
**Reporting Manager:** Assistant Vice President of Instruction  
**Direct Reports:** None  
**FLSA:** Non-Exempt  
**Expected Hours of Work:** 40

**Salary Band:** B24  
**Band Range:** \$40,086-\$56,326  
**FY20 Budget:**

Assist in the processing of faculty and staff requests such as basic accounting for divisional procurements, processing of confidential documents, and other operational processes

Assist in coordination of workflow for student employees

Provide support in office processes and requests of faculty, students, and staff

Assist the Assistant Vice President of Instruction with other activities as assigned

**Core Competencies/Knowledge, Skills, and Abilities:**

Knowledge of course scheduling procedures including course codes

Posses excellent organizational skills

Ability to effectively manage multiple and competing priorities

Demonstrate clear and effective written and verbal communication skills

Provide strong and clear communication, customer services, and inter=personal skills

Self-initiative and ability to work independently

Able to cooperatively work with diverse groups of students and staff

Understanding of general administrative processes and procedures

Understanding of Microsoft Office Productivity Suite

Understanding of Basic computer operations and office equipment

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:**