Job Description

Title: Administrative Assistant
CBA Position: KCSS
Department: AETP
Reporting Manager: Dean of AETP
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B23
Band Range: $35,835 $50,169
FY14 Budget: $38,538.92
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:
Provide coordination of all day to day activities of the division. Provide support in divisional

- xAble to cooperatively work with diverse groups of students and staff
- xUnderstanding of general administrative processes and procedures
- xUnderstanding of Microsoft Office Productivity Suite
- xUnderstanding of basic computer operation and office equipment
- xDemonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:
(Special physical requirements necessary for performance of the job)
- xWork is normally performed in a general office setting
- xWork is conducted in a busy office environment with frequent interruptions
- xThis 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.
01/2014