

**Job Description/Title:** Administrative Assistant- VP → Administrative Assistant IV- VP Academic Affairs

**Approved, Bargaining Unit President:** 3/14/08

**Approved, MPC Associate Dean, Human Resources:** 2/28/2008

**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### ADMINISTRATIVE ASSISTANT IV-VP ACADEMIC AFFAIRS

#### **JOB SUMMARY**

Under general direction, assist by planning, coordinating and participating in support activities related to the responsibilities of the assigned area. Receive limited supervision within a broad framework of standard policies and procedures. Perform complex administrative and support duties of the office; initiate and exercise independent judgment in the application and follow through of administrative decisions and policy making; accurately interpret college policies, procedures, standards and requirements; establish and maintain contact with college and other agency personnel; maintain confidentiality regarding all matters of the office.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Coordinate and expedite completion of a variety of complex activities that relate to the business of the office of the Vice President; coordinate work flow and work schedules of office staff; act as administrative liaison to various outside agencies and individuals, as well as groups, committees, and individuals within the college.

Perform varied complex and responsible administrative support duties to assist in the processing and completion of the administrative operation of the office which may include creation and preparation of: spreadsheets and databases, letters, reports, statistical data, project documentation, resolutions, purchase requisitions, and final reports.

Develop and implement special projects as assigned including but not limited to: Accreditation Review, coordination of student evaluation of faculty, oversight of campus-wide instructional equipment budget.

Train staff; coordinate daily work activities of Office of Academic Affairs staff including evening secretary.

Coordinate staff office coverage.

Attend to administrative details not requiring the immediate attention of the Vice President.

Act as an information source to visitors and callers regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary; refer to appropriate sources as necessary; resolve issues independently where appropriate and within scope of authority;

Coordinate/attend various meetings as assigned; responsible for efficiently and accurately apprising issues, proposals and resolutions reached at such meetings; take/transcribe meeting/committee notes as required.

Maintain control files on matters in progress; maintain confidentiality on files and all matters relating to assigned area; implement negotiated items pertaining to faculty collective bargaining agreement as assigned, including faculty evaluations and flex day contracts.

Prepare input for board agendas; review historical files; provide current data and information regarding board reports.

Arrange meetings, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the office; prepares and maintains a master calendar for the office.

### **Other Duties**

Perform other related duties as assigned.

Participate on committees as required.

May supervise students as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of experience performing complex and challenging administrative support for a high level administrator involving analytical and technical skills and the coordination of office projects and activities.

### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet/database applications; mathematical computations; public and human relations skills.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.