DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Administrative Assistant II

DEPARTMENT: College of Continuing Professional Studies

DATE: June 1, 2016

SCHEDULE: Regular, Full-time, 12 months, 40 hrs. per week M-F 8-5

REPORTING SUPERVISOR: Assoc. VP for Academic Affairs/Dean, CCPS

FLSA: Non-exempt

IPEDS: 43

JOB FUNCTION:
Coordinates the day to day functions of the Dean’s Office for Drury’s College of Continuing Professional Studies. Provides administrative assistance to the Dean, support for CCPS administration and coordinates the work of student staff employed by the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30%</td>
<td>Ongoing</td>
<td>Serves as office receptionist and main point of contact for CCPS. Receives, greets and screens visitors, students, faculty, staff, and vendors as they arrive in the department and provides assistance, information and direction as needed. Answers phones, routes calls and makes appointments on various calendars and records and distributes messages. Picks up, routes, and delivers mail, packages, and printing for department and sites. Maintain copiers, office equipment, and supplies. Submits work orders as needed. Maintains paper &amp; computer files for department use.</td>
</tr>
<tr>
<td>2. 20%</td>
<td>Ongoing</td>
<td>Supports the Dean of the College of Continuing Professional Studies and other CCPS administration. Assists with special projects. Sends letters regarding Dean’s List honors - prepares this mailing 3 times per year. Helps plan and coordinate and/or works campus events such as department staff meetings, new student orientation and commencement. Assists with the planning of the annual adjunct faculty workshop or other events. Revises Adjunct Faculty Handbook.</td>
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<tr>
<td>3. 15%</td>
<td>Ongoing</td>
<td>Responsible for accounts payable and the accuracy of charges to CCPS budget accounts, including satellite locations. Applies account numbers to invoices, prepares for payment and maintains a file copy of each invoice for historical needs. Prepares check requests and various expense reimbursement forms and purchase orders. Monitors credit card services for the CCPS division; provides assistance with month-end reconciliation and coordinates submission of individual reports to Financial Services. Schedules and processes travel.</td>
</tr>
<tr>
<td>4. 5%</td>
<td>Ongoing</td>
<td>Receives monthly timesheets from staff and coordinates submission to payroll department. Trains and supervises student assistants. Creates student work schedules, assigns projects, ensures accuracy of timesheets and assists with personnel issues that may arise.</td>
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<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Coordinates, implements and monitors the process for student evaluation of adjunct faculty.</td>
</tr>
<tr>
<td>6. 5%</td>
<td>Ongoing</td>
<td>Coordinates faculty textbook orders with director of the bookstore. Orders desk copies of textbooks and ancillary materials for adjunct faculty.</td>
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<tr>
<td>7. 10%</td>
<td>Ongoing</td>
<td>Assist with ASL, dual credit, and adjunct instructor processing, scanning, and files as needed.</td>
</tr>
<tr>
<td>8. 5%</td>
<td>Ongoing</td>
<td>Performs special projects, organizes events, or other duties as assigned.</td>
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</table>

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent and 5 years of related experience or an associate’s degree with 3 years of related experience; or equivalent combination of education and experience. Experience in a college setting preferred.
2. Excellent computer skills are necessary in order to do word processing and to maintain workflow.
3. Ability to use general office equipment such as copy machine, fax, conference telephone, and web conferencing equipment and software.
4. Ability to use computer software including Microsoft Office (with proficiency in Excel and Word), web browsers, and email.
5. Ability to use telephone and take messages.
6. Ability to pay attention to details and concentrate for proofing documents and providing accurate corrections.
7. Ability to be discreet with confidential matters.
8. Ability to maintain confidentiality of information and files.
9. Ability to greet visitors in a friendly, professional manner.
10. Ability to maintain a professional appearance.
11. Ability to maintain a comfortable and professional front office.
12. Excellent interpersonal communication skills are required for communicating with visitors, students, alumni, faculty, and staff.
13. Excellent grammar, spelling, and punctuation skills.
14. Ability to proofread based on existing style guidelines.
15. Ability to maintain filing systems, manual and computerized.
16. Ability to prioritize tasks and adapt as situation demands.
17. Ability to remain calm under stress and meet deadlines.
18. Ability to work independently, to manage time, and set work-loads.
19. Ability to set goals and complete assignments in a timely manner.
20. Ability to deal with a variety of jobs and deadlines simultaneously.
21. Ability to think logically in problem solving and for creating computer design.
22. Ability to work with a diverse group of clients.
23. Ability to motivate a diverse group of student assistants.
24. Ability to change priorities as the situation demands.

SUPERVISORY RESPONSIBILITIES:
Directly supervises 1 to 2 student staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS:
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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.