



EWC

Job Description

Position Duties & Responsibilities

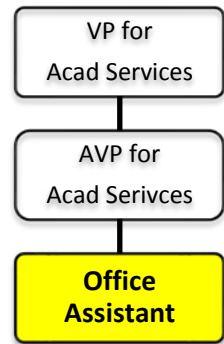
Job Title:	Office Assistant	Classification:	Senior Administrative Assistant
Department:	Academic Services	Duration:	12 Months
Primary Location:	Douglas, WY	FLSA Status:	Non-Exempt
Position Number:	1412	DBM/Level:	B22

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Douglas Office Assistant is a full-time, 40 hours weekly, fully benefitted, position located at the College’s Douglas Campus assigned to work 1 July - 30 June annually. The Office Assistant aids the Associate Vice President for Academic Services in performing a variety of daily tasks that support campus students and employees. The Office Assistant also provides direct administrative support to the Nurse/Health Technology Program Director to help ensure Nursing and Certified Nurse’s Assistant program success. This position’s normal workweek and hours are Monday through Friday, 8:00 am - 5:00 pm. The position does require minimal travel within the College’s six-county Service Area.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Office Assistant is supervised by the Associate Vice President (AVP) for Academic Services and receives annual performance evaluations after the conclusion of the one year Probationary Period. The second level supervisor is the Vice President for Academic Services. The supervisory chain is depicted at right.



The Office Assistant does not formally supervise or evaluate any EWC full-time or part-time employees. The position may supervise the actions and work of part-time employees, volunteers, and several EWC-enrolled Work Study students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- High School Diploma or HS Equivalency Certificate
- One year full-time administrative office support work experience
- Type/keyboard 45 WPM or more and operate standard office machines including copiers, telephone systems, printers, and scanners
- Demonstrated effective customer service, communications, proofreading, and meeting deadlines
- Proficient computer use including Microsoft Word, Outlook, and Excel applications
- Professional demeanor, positive attitude, and team-player mindset
- Proven ability to organize, arrange, and prioritize in a busy office environment

Preferred Qualifications:

- Associate’s degree in Business or related field
- Three years previous work experience in an administrative capacity
- Experience using Colleague UI by Ellucian

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Provide support for academic, student, and administrative services functions to Douglas Campus students, employees, and the general public

- Initiate, process, and review routine and/or specialized paperwork, forms, reports, and/or confidential information related to the Douglas Campus ensuring completeness and data accuracy
- Perform various clerical duties utilizing standard office equipment to include screen incoming calls, send messages, share data, make copies, perform data entry, schedule appointments, facilitate activities, type, and word process
- Respond to requests for information in-person, via email, and over the phone; answer routine questions and provide College/campus/program/course information; direct visitors to appropriate locations
- Prepare and enter data into applicable documents, spreadsheets, invoices, databases, logs, and forms using established guidelines and procedures
- Draft and type a variety of business documents including letters, memos, contracts, and/or related items
- Update and manage campus marquee and website
- Deliver and pick-up US mail and distribute the variety of items, documents, or packages
- Handle cash and checks; prepare and conduct daily (as needed) bank deposits
- Troubleshoot and recommend/implement corrective actions to student computers
- Perform all other duties as assigned of a similar nature or level
- Perform all other duties of a similar nature or level as assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of...
 - Customer service principles and practices
 - Keyboarding techniques
 - Basic principles and practices of assigned areas (Front Office and Nursing)
 - Modern office procedures, methods, and equipment
 - Basic filing and record-keeping principles
 - English language, grammar, and punctuation
- Skills and Abilities to...
 - Composing routine correspondence, memos, forms, and/or related information
 - Maintain track, record, and maintain/store files
 - Use a computer, related software applications, and keyboarding
 - Provide customer service
 - Proofread and edit documents
 - Operate standard, modern office equipment
 - Prepare routine reports
- Communication and interpersonal skills as applied to interacting with co-workers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Regular and repetitive motions of reaching, standing, walking, pointing/fingering, grasping, feeling, talking, hearing, and seeing
- Exert up to 15 pounds of force occasionally and/or a negligible amount force (<10 pounds) frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Recurring sedentary work which involves sitting most of the time; walking and standing are required daily to coordinate with co-workers and attend required meetings and/or events

Associate Vice President for Academic Services:

Signature

Date

Vice President for Academic Services:

Signature

Date

EWC President:

Signature

Date

Note: This position's duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

JD Received		July 18, 2018
JD Reviewed		July 18-31, 2018
JD Approved		August 1, 2018
Job Description Effective Date		August 1, 2018
Position Number Assigned/Verified by HR		July 20, 2018