



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base All Campuses
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Job Title	Salary Schedule	Grade	Job No.
<b>Administrative Assistant II</b>	<b>E3</b>	<b>04</b>	
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Supervisor</b>	Non Exempt	No	Yes

**JOB SUMMARY:** The Administrative Assistant II provides advanced administrative and clerical support to the relative department, ensuring efficient daily operations and effective communication within the division. This position is responsible for coordinating schedules, preparing official documents and reports, processing purchasing and payroll related transactions, maintaining records, and supporting administrative meetings. The role contributes to the institution's goals by promoting organizational effectiveness, compliance with institutional policies, and high-quality service to students, employees, and the public.

**QUALIFICATIONS:**

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in business or office-related coursework from an approved U.S. Department of Education accredited institution **required**
- ◆ Five (5) years of experience in office or related secretarial work, with three (3) years of experience as Administrative Assistant I **required**
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Effective oral and written communication skills
- ◆ Ability to keyboard at a minimum of 40 correct (net) words per minute for 3 minutes
- ◆ Knowledge of advanced word processing, spreadsheet, database, and desktop publishing (Computer Level III Exam)
- ◆ Working knowledge of office procedures; general office procedures, composition, machine transcription, and records management (Office Procedures Level III Exam)
- ◆ Knowledge of institutional rules, regulations, procedures, and functions
- ◆ Ability to keep complex clerical records and to prepare accurate reports from varied statistical or accounting information
- ◆ Ability to work independently in composing correspondence and dealing with routine supervisory matters such as assigning and reviewing work of others
- ◆ Ability to orient and train other office employees and to interpret institutional policies and procedures for them

- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public
- ◆ Ability to maintain confidentiality of office information

**DUTIES:**

- ◆ Serves as administrative assistant to the Dean and provides administrative support related to the assigned areas
- ◆ Maintains schedule of appointments and itineraries
- ◆ Prepares agendas for administrative meetings, attends meetings, keeps records, and prepares draft minutes for administrative review
- ◆ Completes and processes requisitions, purchase orders, and invoices
- ◆ Maintains and prepares monthly leave/payroll reports
- ◆ Establishes and maintains an operable filing system to include letters, memoranda and other correspondence
- ◆ Answers telephone, monitors and screens incoming calls; dispenses messages
- ◆ Receives, sorts, and routes incoming and outgoing mail
- ◆ Operates a computer, scanner, and other standard office equipment in the performance of duties
- ◆ Serves as a Notary for college officials or business office
- ◆ Complies with all policies of the Alabama Community College System and the College

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching throughout the workday
- ◆ **Manual Dexterity:** Regular use of standard office equipment including computers, keyboards, scanners, printers, copiers, and telephones requiring repetitive hand and finger movements
- ◆ **Lifting:** Ability to lift and carry office materials, files, or supplies weighing up to 25 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interacting with administrators, faculty, staff, students, and external contacts

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Minimal travel is expected; occasional travel may be required for meetings or college-related business
- ◆ **Schedule:** Standard work hours are expected; however, flexibility may be required to meet deadlines, support meetings, or address operational needs

- ◆ **Interaction:** Regular interaction and collaboration with administrators, faculty, staff, students, and members of the public while maintaining professionalism and confidentiality

**Reviewed by: Director of Human Resources**

**Employee Name:**

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**Employee Signature**

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**Date**