



GLOUCESTER COUNTY COLLEGE

POSITION DESCRIPTION

Date: 9/28/09 Rev:

POSITION TITLE: **Administrative Assistant (part time)**

ORGANIZATIONAL UNIT: Operations

EEO:

REPORTS TO: V.P., Operations

GRADE: S4

GENERAL DESCRIPTION

Responsible for providing a full range of executive secretarial level duties and responsibilities and for providing administrative support to the V.P. of Operations.

DUTIES

1. Performs varied secretarial duties including work requiring use of independent judgment and discretion.
2. Composes and types correspondences, reports, and memoranda. Daily use of computers, data bases, the World Wide Web, and electronic mail.
3. Makes appointments and maintains a schedule of regular and special meetings.
4. Prepares agendas, memoranda, and other materials for duplication and distribution.
5. Prepares confidential information regarding collective bargaining and assists in developing pertinent reports and summaries and follows up as directed.
6. Takes shorthand notes at meetings and conferences and prepares finished minutes for duplicating and distribution.
7. Arranges meetings, secures meeting rooms, and makes food service arrangements as required.
8. Screens telephone calls, answers questions, and makes outgoing calls.
9. Opens, reviews, and makes proper disposition of mail; responds to general inquiries and requests for information.
10. Performs other related duties assigned.

MINIMUM QUALIFICATIONS

- Associates Degree preferred plus advanced training in office procedures and/or secretarial science
- Three (3) years of executive secretarial level experience and project management experience
- Ability to utilize work processing equipment, World Wide Web and computer projection equipment
- Strong interpersonal skills, and the ability to maintain a high degree of confidentiality