

FORT SCOTT COMMUNITY COLLEGE
Position Description IN03

NAME: _____ **JOB TITLE:** Instruction Office Assistant
DIVISION/DEPARTMENT: Instruction Office **RESPONSIBLE TO:** VP of Academic Affairs
MONTHS PER YEAR: 12 **HOURS PER WEEK:** 40 **UPDATE:** 5-23

QUALIFICATIONS:

- High school diploma/GED and 4 years of relevant experience in an office setting or AA/AS and 2 years of relevant experience or demonstrated equivalency
- Ability to perform a high level of clerical work with minimal supervision
- Proficiency in various computer/technology skills
- Highly organized
- Great attention to detail
- Task and goal oriented
- Well-developed communication skills (both written and oral) and knowledge of office practices and procedures
- Ability to establish & maintain effective working relationships with other employees, students, and public while maintaining a high degree of confidentiality

JOB PURPOSE:

Responsible for providing support service/assistance and serve as receptionist to the Office of Instruction

MAJOR JOB DUTIES:

1. Update the courses/instructors/catalog files in the data system
2. Prepare, collect, review, and distribute meeting agendas, information packets, and taking of meeting minutes
3. Maintain and manage events and room schedules
4. Prepare and maintain a current file of the course and program approvals
5. Update/add new courses in the CWP Online Course Inventory
6. Maintain a master college catalog and line schedule reflecting changes, additions, and deletions since the time of publication; and maintain and update the master course list
7. Maintain a current file of instructional syllabi in the Office of Instruction and Library
8. Conduct and tabulate student evaluations for faculty
9. Prepare overload compensation, supplemental pay, and adjunct instructor contracts; maintain adjunct professional development hours
10. Assist in the notification of class cancellations, preparation, organization, conducting of enrollment for the academic year, planning and implementation of in-services
11. Submit paperwork to KBOR for course approvals for off-campus classes
12. Collect and put in the information for each semester's course in the data system
13. Maintain Articulation Agreements with high schools
14. Demonstrated experience using advanced functions of Microsoft Office (Excel, Word, Outlook, etc.)
15. Collaborate with team members to collect and analyze data from POISE and KBOR
16. Prepare standard contracts to ensure execution under college policy
17. Assist with the budgetary items, preparation of materials for the annual budget work session, preparation of tuition and fees requests, and other items as requested
18. Oversee the use of and submit maintenance requests as needed

19. Know and understand the functions of the office and the general policies and guidelines of the college
20. Collect, organize, and compose correspondence. Answer phones, respond to emails, forward messages, and schedule and confirm appointments
21. Update final exam schedule
22. Supervise department work study
23. Serve as prime contact for adjunct instructors
24. Complete other duties as assigned by the Vice President of Academic Affairs

Employee: _____
Signature

Date