

FORT SCOTT COMMUNITY COLLEGE

Position Description CT10

NAME:

JOB TITLE: SEK-CTEC Administrative Assistant

UPDATE: 09-24

DIVISION/DEPARTMENT: Workforce Development and CTEC

RESPONSIBLE TO: Executive Director of SEK CTEC

MONTHS PER YEAR: 12

HOURS PER WEEK: 40 during school; 32 during summer

This is a full-time, salaried position with benefits. 40 hours per week during the school year (40 weeks) and 32 hours per week for the remaining 8 weeks with 30 days of paid time off for spring break, Thanksgiving break, and Christmas holiday break.

CREDENTIALS:

- Administrative assistant experience or bachelor's degree in a related field
- Self-starter, organized, punctual, and able to meet strict deadlines
- Must possess quality writing skills
- Experience with QuickBooks and Microsoft Programs preferred
- Ability to maintain confidentiality
- Belief in the mission and core values of FSCC and secondary education
- Essential accounting/bookkeeping software
- Proficient in Microsoft tools including calendars, word, excel, PDF, and outlook
- Proficient with Google and Gmail
- Ability to gather and manage data to carry out projects independently
- Ability to adapt to a fast-paced, multi-faceted office environment
- Ability to maintain a high degree of confidentiality
- Demonstrate business English, including grammar, spelling, and punctuation
- Written, verbal, and phone communication skills
- Ability to proofread course, department, and correspondence documents
- Demonstrates teamwork, commitment, and flexibility
- Must possess a valid Driver's License, as local travel is required

JOB PURPOSE:

To provide administrative and clerical support, keep the database up to date, bookkeeping, assist with coordinating schedules, and prepare for meetings and student activities for the Executive Director of SEK-CTEC.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist the Director with scheduling meetings, tours, career fairs, and visits from business entities
- Assist the Director with student enrollment and recruiting efforts
- Support the development of the annual CTEC program report, program assessments, and program reviews
- Assist with fiscal procedures, expenditures, revenue, and donations
- Report daily attendance to sending schools through PowerSchool
- Responsible for organizing, entering, and maintaining a database for alumni records, financial records, and donor information using our Copper system

- Collects and updates student admission application files and performs a preliminary review of files for completeness
- Participates in CTEC campus committees and activities
- Order and maintain office supplies
- Assist with Program Development
- Other duties as assigned

WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.