



Job Description

Administrative Associate of Student Affairs

JD: TEMP 2401

Pay Grade: 03

Employment Status: Full-Time TEMPORARY – July 1, 2023 – June 30, 2024

FLSA Status: Non-Exempt

Experience Required: Minimum three (3) years' full-time related work experience.

Minimum Education Requirements: Associates Degree preferred

Direct Supervisor: Dean of Student Affairs

Primary Work Location: Office Setting.

Job Summary: Under the supervision of the Dean of Student Affairs, the administrative associate of student affairs provides professional customer service to students and the College community. This position operates as a front-line, integrated service representative in the broad areas of admissions and student services. This position is responsible for the efficient function, and oversight of the operations of the Office of the Dean of Student Affairs, student life and admissions, including office management, public contact, coordination of meetings, and other administrative tasks.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Student Affairs

- Provide effective office management, supervision, and coordination of the day-to-day operations of the Student Affairs Division.
- Handle confidential materials and administrative matters for the Dean of Student Affairs, Associate Dean of Student Affairs, Director of Student Development, and Director of Admissions.
- Maintain satisfactory communications with all internal and external constituencies of the College community.
- Monitor office expenditures and processes budget documents.
- Proof files, forms, records, and documents for accuracy, completeness, and conformance to applicable policies and procedures.

Student Life & Housing

- Assist with planning and preparation of various student events and functions, including the New Student Orientation, Welcome Week and Spring Fling.
- Assist the Director of Student Development in summer preparations including the data entry of housing applications, room assignments, and residence hall move-in.
- Act as liaison with Facilities Department, Campus Security, outside vendors, and other involved departments.
- Performs other related duties as assigned.



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Admissions

- Serve as the back-up for the admissions office, answering main phone line, admissions email accounts, and providing on-campus office coverage.
- Review and process applications for admission and perform data entry including, but not limited to the entry of inquiries, applications, test scores, and receipt of transcripts.
- Support the Admissions Office prospective student follow-up including, but not limited to telephone calls, electronic communication, and the preparation of mailings.
- Communicate New Student Advising Day confirmations and send out network credentials.
- Assist with dual enrollment registration.
- Provide campus tours to prospective students.
- Assist with campus events (i.e., open houses, advising & registration days, commencement) and other projects, as requested.
- Participate, as needed, at off-campus admissions recruitment events, including handling basic admissions representative roles.
- Process purchase order and requisitions for admissions and recruitment events.
- Occasional evening or weekend work may be required to support seasonal enrollment initiatives.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Standard administrative and clerical procedures and systems.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.
- Principles of employee management and supervision.

Skills

- Strong management, organizational, and supervisory skills.
- Excellent interpersonal and communication including customer service and public relations skills.
- Strong written and oral communications and relational skills.
- Strong organizational skills with good time management.
- Establishing and maintaining effective working relationships with other staff, elected officials, and members of the public.
- Following and relaying complex oral and written instructions, policies and procedures.
- Typing 60 wpm.

Abilities

- Diplomacy in handling a wide range of situations dealing with public and private sector organizations and the general public.
- Foster and promote a positive image for the College.
- Manage a budget efficiently.



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- Work effectively under pressure and handle multiple tasks.
 - Function with minimal supervision at high level of professional competence.
 - Maintain a professional appearance and demeanor.
 - Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
 - Read and understand written instruction and communicate information and ideas in clear and concise written form.
 - Maintain confidentiality and use good judgement.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.**

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date