

JOB DESCRIPTION

JOB TITLE: Administrative Assistant I, Academic Dean

REPORTS TO: Dean of Arts and Sciences
Dean of Health Occupations
Dean of Workforce Development

BASIC FUNCTION: Serves as administrative assistant to the Academic Dean and provides support services to the Division faculty

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Handles correspondence and office memoranda, prepares forms independently, and composes letters for signature.
2. Creates and maintains files for letters and related material in a secure and acceptable manner; assembles information for the Dean.
3. Uses effective customer service skills to treat all college employees, community contacts, and students in a courteous, helpful, and respectful manner.
4. Receives and screens visitors and telephone calls, gives information on the operation of the office to persons seeking information, and refers visitors and telephone inquiries to the proper person(s).
5. Maintains budgets for all administrative and instructional accounts.
6. Enters budget amendments and requisitions, processes purchase orders and receiving reports, and performs follow-up on purchase orders.
7. Orders office and classroom supplies.
8. Verifies contract information in CSRS, notifies Dean for approval, and prepares payroll certifications for WC division personnel.
9. Maintains relationships with potential adjunct faculty and assembles copies of files for department chairs/program coordinators.
10. Submits required forms to Human Resources for newly hired WC division full-time and adjunct faculty.
11. Maintains record of faculty and staff schedules.
12. Enters course information for schedules; and, with input from department chairs or program coordinators, reconciles the proposed schedule with the printed and online schedule drafts.
13. Orders textbooks for faculty and maintains a library of textbooks for all courses in division.

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14. Maintains schedule of classroom use and coordinates room requests.
15. Assists faculty with preparing course materials.
16. Provides for security of tests and course materials.
17. Processes and maintains credit-by-exam files for the division.
18. Processes and maintains course records for the division including course revisions and textbook changes.
19. Assists adjunct faculty with training for grade entry, email, and voice mail.
20. Coordinates use, maintenance, and repair of division equipment and materials.
21. Supervises student assistants or office staff, as assigned.

Each Assistant has specialized job functions:

The Administrative Assistant I, Arts and Sciences:

22. Provides clerical support to the Dean of Arts and Sciences, the Assistant Dean of Developmental Education and the Coordinator of the Educator Preparation Institute (EPI).

The Administrative Assistant I, Dean of Health Occupations

23. Assists the Dean of Health Occupations and College Attorney's office in generating new affiliate contracts and monitoring the renewal of existing affiliate contracts with clinical agencies.
24. Provides clerical support to the Dean of Health Occupations.
25. Takes, transcribes, and distributes minutes of conferences, meetings, and other official functions, as assigned.
26. Coordinates Dean's meetings and other functions.

The Administrative Assistant I, Dean of Workforce Development

27. Reads and screens all communications received by the Dean of Workforce Development.
28. Maintains relationship with pertinent Florida Department of Education personnel.
29. Provides support to the Dean in the submission and implementation of grants.
30. Maintains files that may require auditing such as grant travel verification and drafting internship agreements.

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31. Keeps the Dean's appointment calendar, schedules appointments and advises the Dean of important meetings and deadlines
32. Prepares the Dean's travel, reimbursement, leave and other required forms for processing within the College system.
33. Monitors the division's online course enrollment and notifies department chairs of need for additional sections.
34. Enters course information for division online courses.
35. Takes, transcribes, and distributes minutes of conferences, meetings, and other official functions, as assigned.
36. Provides support to the Career Pathways Specialist for Career Pathways related needs.
37. Maintains college wide supply of program brochures and other materials and distributes as requested.
38. Monitors content of division Web site and recommends revisions as appropriate.
39. Coordinates the Dean's meetings and other functions such as the annual Technical Advisory Committees meeting.
40. Posts minutes to GroupWise folder for the college wide advisory committees.

All Administrative Assistants I, Academic Dean

41. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Standard high school diploma or GED required. Must have experience at taking conference and seminar minutes and in editing written materials, spelling, grammar, and punctuation. Must have excellent communication skills. Computer skills required.

Keyboarding Speed:	45 net words per minute with 95% accuracy
Advanced Editing/Formatting	
From Rough Draft:	70% accuracy
Proofreading 1:	70% accuracy