

**ADMINISTRATIVE ASSISTANT
TITLE III**

Reports to: Title III Director
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Level III, Non-Exempt
Fringe Benefit per Board Policy
Starting Salary Range: \$14.50-\$15.00
Revised: August 2023

Position Overview: This full-time position reports to the Title III director and has responsibility to provide support for the Title III director, the Title III career pathways coordinator, and Title III program directors. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Provide support services to the Title III director, the Title III career pathways coordinator, and Title III program directors.
2. Create and maintain databases and tracking documents for Title III budget.
3. Assist in budget analysis and budget report preparation.
4. Process requisitions and order materials for Title III.
5. Process travel requests and expense reports as requested.
6. Work with the institutional researcher to secure data needed for various Title III reports.
7. Assist with the creation of the Title III progress reports.
8. Create template for monthly time and effort (MTE) report and monthly progress (MP) report.
9. Collect and file monthly MTE and MP reports from all Title III funded employees.
10. Schedule quarterly internal monitoring team meetings and record minutes.
11. Create and maintain databases and tracking documents for Title III student participants, including program entry, progress, graduation, and job placement.
12. Standard office duties: data entry, organization, editing, formatting, office management, order office supplies, route mail, send meeting invitations, record minutes at meetings.
13. Maintain inventory of Title III equipment.
14. Perform other duties as assigned by the Title III director.

Required Knowledge, Skills and Qualifications

- Confidentiality.
- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational and computer skills.
- Willingness and ability to work as a member of a team.
- Positive attitude.
- Valid Driver's License

Education and Experience

- High school diploma or GED required with 5 years of office experience required; or
- Associate degree and 2 years of previous office experience preferred.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to stand, bend at the waist and stoop or squat while filing documents in standard vertical filing cabinets on a regular daily basis is required.
4. Ability to operate normal office equipment such as copiers, fax machines, and personal computers on a daily basis is required.
5. Occasional lifting of up to 25 pounds from the floor to shoulder height is required.
6. Some travel during normal working hours will be required.
7. Very rare evening responsibilities.

Background and Motor Vehicle/Driving Record Checks

“All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.”

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Administrative Assistant Title III, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.aspx.

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>