

ADMINISTRATIVE ASSISTANT FOR THE DEAN FOR THE OTTAWA AND ONLINE CAMPUSES

Reports to: Dean for the Ottawa and Online Campuses

Classification: Part-time, 12-month Employee

Pay Status: Hourly, Level III, Non-exempt

Fringe Benefits per Board Policy

Starting Salary Range: \$12.00 - \$12.50

Revised Dec 2020

Purpose of Position: This is a part-time 12-month position that has responsibilities with the Dean for the Ottawa & Online Campuses. This position provides a variety of administrative assistant functions.

Essential Functions:

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Be familiar with college policies and procedures.

Primary Functions for Dean for Ottawa & Online Campuses:

1. Handle routine matters relating to the daily operation of the office;
2. Schedule and maintain appointments for the Dean for the Ottawa and Online Campuses, such as quarterly reviews of *myNeosho* content, instructor evaluation meetings, student meetings, etc.;
3. Prepare and submit requisitions and budget transfer forms, travel requests and expense forms, and make travel arrangements;
4. Prepare and file correspondence; maintain an effective and efficient filing system;
5. Assist with creation of brochures, flyers, etc. for marketing of online and hybrid courses;
6. Serve as recording secretary for committees as assigned by VPSL. Track approval of minutes and upload to *myNeosho*;
7. Maintain list of courses developed for online or hybrid modalities;
8. Assist with the contract process (proof, distribute, and track to completion);
9. Create student evaluation surveys and results links and distribute accordingly;
10. Monitor the Online Campus Email Account, processing messages as appropriate and responding to inquiries as needed.
11. Supervise service scholarship and/or work-study positions for the Online Campus;
12. Perform other duties as requested by the Dean for the Ottawa and Online Campuses.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, excellent verbal and written communications skills, ability to work effectively with all levels of constituents. Ability to project a positive and professional image to students and employees.
2. Exceptional attention to detail and accuracy, outstanding data entry skills, and excellent organizational skills.
3. Proficiency with office equipment such as copiers, scan and fax machines, as well as expertise in utilizing a computer, particularly Microsoft Word, Excel and Outlook is essential.
4. Ability to work well under pressure and reliably meet deadlines in a fast-paced environment.
5. Ability to maintain confidentiality.
6. Ability to work effectively with diverse populations.
7. Willingness and ability to work as a member of a team.
8. Valid driver's license.

Education and Experience

1. Associate's degree and/or specialized skills AND 2 years of experience preferred, preferably in area of responsibilities;
2. OR High School Diploma or GED required, plus 5 years of work experience in area of responsibilities required.

Working Conditions

1. Work is normally performed in a typical interior / office work environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to reach and work overhead on an occasional basis is required.
4. Occasional lifting of items weighing 10-20 pounds is required.
5. Some travel during normal working hours may be required, valid driver's license mandatory.
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

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 for the Dean of the Ottawa and Online Campuses,
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>