

FORT SCOTT COMMUNITY COLLEGE
Position Description

NAME: _____ **JOB TITLE:** TRiO Administrative Assistant

DIVISION/DEPARTMENT: Student Services

RESPONSIBLE TO: Director of TRiO

MONTHS PER YEAR: 12 **HOURS PER WEEK:** 20 **UPDATE:** 10-15

CREDENTIALS/QUALIFICATIONS:

Associate degree preferred; high school diploma required. Qualifications include proficiency in MS Word, MS Excel and MS Outlook with good knowledge of office support functions including filing, reception, and coordinating multiple projects. Requires recent experience and skill in customer care and office settings as well as competence in working with individuals from diverse and underrepresented backgrounds. Experience with FERPA, higher education and TRIO programming preferred.

JOB PURPOSE:

This part-time, grant-funded position provides support to the TRIO Student Support Services program. Responsibilities providing clerical and departmental support to TRIO Director and TRIO Program. This position reports to the Director of TRIO and is based on the Fort Scott campus.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Manage complex secretarial assignments including but not limited to maintaining electronic and hard copy record system through mailing, scanning, faxing, texting, copying and filing.
2. Perform maintenance of student confidential files in coordination with Database Manager.
3. Respond to inquiries and explain department services, policies, and procedures to customers.
4. Prepare weekly announcements and reminders of events for Staff & Student Bulletins.
5. From general instructions, format, prepare or modify a variety of documents and send mailings such as correspondence, spreadsheets, drafts, memos and emails
6. Schedule and coordinate calendar, appointments and travel arrangements for Director and/or team
7. Maintain supplies and their organization for TRiO Department.
8. Handle sensitive information related to students, staff and campus with strict confidentiality.
9. Collaborate with other staff to implement department directives and to complete large projects.
10. Strong communication skills both spoken and written, positive interpersonal skills, willingness to support co-workers, a strong work ethic, and the willingness to work in a self-directed manner.
11. Occasional reimbursed overnight travel for professional conferences and meetings may be required.
12. Provide high-level customer service with a professional, helpful and courteous manner.
13. Assist with special projects, program activities, events and conferences.
14. Support the mission, vision and values of Fort Scott Community College and its TRiO Department.
15. Assume related duties and responsibilities as assigned

Employee: _____

Signature

Date: _____

All job descriptions are subject to revision based on changing needs of the college.