Dallas County Community College District

Job Description

Job Title: Administrative Assistant **JTC: CTG**

Salary Range: N03 **FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs general administrative and clerical support to faculty and staff to ensure efficient operation of the organization and supports faculty, staff and the organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of standard office procedures with the ability to provide administrative support to organization and staff. Ability to organize and schedule appointments, prepare and modify documents including correspondence, reports, drafts and memos.

Ability to work under pressure in a fast-paced work environment. Must be able to handle multiple projects or duties simultaneously, exercising independent judgment to plan, prioritize and execute workload. Demonstrated ability to use logical reasoning to analyze a situation and arrive at a solution.

Contribute effectively to the accomplishment of team or work unit goals, objectives and activities; exhibit excellent public relations skills in person and over the phone. Creates a work environment that promotes and encourages diversity.

Ability to understand and follow organizational policies, guidelines and procedures in order to meet organizational directives and goals. Experience using word processing and other office systems to organize and keep track of information, reports or work progress.

Must be able to communicate in a positive and effective manner with diverse, multicultural stakeholders/ constituents. Must have excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school diploma or GED equivalent with two (2) years of experience in related field. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing administrative support to ensure efficient operation of the office and/or department. Supports managers and employees through a variety of tasks related to organization by answering questions and responding to requests; receiving and directing visitors, staff, students or faculty. Responsible for safeguarding confidential and time sensitive material.

Responsible for ensuring upkeep of office equipment, including computers, copy machines and fax machines, etc. Order and maintain inventory of office supplies. Prepare and modify documents; and assist in the preparation of regularly scheduled reports; open, sort and distribute incoming correspondence. Schedule and coordinate meetings, appointments and travel arrangements.

Acts as a point of contact for internal and external stakeholders and constituents within assigned area of responsibility. Represents organization on committees and/or councils within assigned area of responsibility, as required. Participates in professional development activities to enhance job knowledge and stay up-to-date on changing trends and technology associated with assigned area of responsibility.

Organize office and assist team members in ways that optimize daily procedures. Provides assistance in the completion of projects and goals of the organization ensuring tasks/projects are completed accurately and delivered with high quality and in a timely manner; prepare special reports that may include researching, analyzing, and summarizing data. Create and reconcile expense reports and perform research as needed.

Must have excellent oral and written communication skills in order to communicate effectively with a diverse, multicultural DCCCD community network. Explain policies and procedures to stakeholders and constituents based on knowledge of the District and/or organizational guidelines.
Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.