

ADMINISTRATIVE ASSISTANT, COUNSELING CENTER, TERRELL CAMPUS

GENERAL STATEMENT:

Serve as administrative assistant in the counseling center of the Terrell Campus.

REPORTS TO:

Counselor, Terrell Campus

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Three (3) years recent work experience in a business office setting. Experience in an educational setting preferred.

OTHER:

Good communication skills; high degree of computer proficiency; Demonstrated skills at meeting and greeting the public; Able to type 40 wpm/net.

DUTIES AND RESPONSIBILITIES:

- General Secretarial Duties:
 - front desk reception and greeting
 - reception/telephone
 - route telephone calls
 - take messages
 - disseminating information
- Perform general typing and correspondence.
- Maintain student record files.
- Assist counselor with scoring, rostering, and computer input of test records.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 10/26/11

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