

**ADMINISTRATIVE ASSISTANT, DIRECTOR OF STRATEGIC PLANNING,  
EFFECTIVENESS, AND ACCREDITATION**

**GENERAL STATEMENT:**

Provide administrative assistance to the office of Strategic Planning, Effectiveness, and Accreditation

**REPORTS TO:**

Director of Strategic Planning, Effectiveness, and Accreditation

**OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

High school diploma or GED required, Associate's Degree preferred.

**LICENSE OR  
CERTIFICATION:**

None

**EXPERIENCE:**

Three (3) years of experience providing support at a high level, proficient computer skills in Microsoft Office Suite, specifically Excel, Word, and Access. Educational environment experience preferred.

**OTHER:**

Solid overall computer skills with a strong proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint) and Windows operating system. Working knowledge of general office procedures and standard equipment operations. Professional, organized, accurate, and detail-oriented. Strong interpersonal skills and verbal and written communication skills. Comfortable working under deadlines and on multiple tasks or projects simultaneously.

**DUTIES AND RESPONSIBILITIES:**

- Assist in continual development and maintenance of an automated system for Accreditation records.
- Use appropriate technologies for the preparation, compilation and distribution of presentation materials for the department.
- Analyze and monitor internal processes.
- Prepare operational reports and schedules to ensure efficiency.
- Work under deadlines with minimal supervision on multiple tasks or projects simultaneously.
- Manage incoming communications, correspondences, records, files and reports for the office.
- Ascertain the nature of inquiries and direct students, faculty, and staff to the appropriate departmental resource.
- Manage, design, and maintain accreditation webpage.
- May represent department with internal staff, outside agencies, contacts, other colleges, etc. and coordinate other activities.
- Prepare sensitive reports that may have high visibility/impact, analyze information and make suggestions for improvements.
- Assist with the implementation of research projects in support of the department.
- Record minutes at departmental and other meetings.
- Create, maintain, and update an effective records management system for all office functions (including personnel absences, vacations, official communications, reports, and other important documents).
- Maintain documentation of progress towards departmental goals.

**ADMINISTRATIVE ASSISTANT, DIRECTOR OF STRATEGIC PLANNING,  
EFFECTIVENESS, AND ACCREDITATION**

- Maintain schedule of the Director; arrange travel schedules and reservations.
- Assist in the preparation and maintenance of departmental budgets.
- Coordinate departmental purchasing processes with the Business Office, including securing PO's, documenting invoices, and ensuring timely payment.
- Supervise work-study students for the department.
- Contribute to the effective team management of all relevant problems, issues and opportunities.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*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:        3/5/2014*

*Revised:*

*JD583*