



Job Classification Description

**ASSISTANT TO THE DEAN OF ADMINISTRATION/VTC
NON-BARGAINING UNIT**

**GRADE 11
EXEMPT**

BASIC FUNCTION

To coordinate and manage a variety of key administrative functions for the Dean of Administration; manage the central purchasing system; maintain inventory for the College; maintain the Perkins Loan Fund; and manage telecommunications systems for the College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Plan, coordinate and carry out activities related to assigned administrative functions within the office of the Dean of Administration.
- Assist in departmental budget planning and tracking, including: prepare and maintain monthly spreadsheets for multiple College budgets; monitor Staff Development funds and Advance Study grant funds, receive grant checks and disperse to recipients according to regulations; produce reports on expenditures and other budget documents.
- Carry out all functions related to the billing and collection of Perkins Loan funds, including: sending letters, coordinating collection actions with collection agencies, approving hardship deferments, sending promissory notes for paid loans, developing a caring customer service relationship with loan borrowers, and reconciling monthly transactions.
- Assist in designing, implementing and maintaining departmental filing, recordkeeping and reporting systems, including computer applications for the Dean of Administration.
- Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by department/College personnel, students, parents, and/or individuals outside of the College.
- Maintain policy and procedure manuals for the College and respond to requests for information and/or assistance or refer them to the Dean of Administration as appropriate.
- Participate in key departmental planning activities related to assigned functions, with a focus on: compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material; coordinating the implementation of new program plans or operating policies/procedures/schedules.

- Plan and prepare a variety of regular and special reports relating to assigned functions, involving background research, compiling and analysis of data from a variety of sources.
- Serve as liaison with individuals who have issues that pertain to the Dean of Administration area of responsibility.
- Manage the college telephone and telecommunications systems and to supervise the switchboard and mailroom.
- Work with a variety of telephone vendors: relay telephone problems, ensure service is completed in a timely and effective manner; discuss and plan implementation for enhancements for the telephone system; request proposals and negotiate rates for cost effective phone service and equipment.
- Plan, administer and coordinate a central purchasing system for the College to include organizing and maintaining a purchase order records system.
- Research sources for goods and services, obtain estimates and bids, prepare cost/quality comparisons, and determine or make recommendations regarding best source.
- Purchase supplies, equipment and service contracts in accordance with approved purchase requisitions; prepare purchase orders for commodities procured under the State of Vermont purchase contractor system and maintain related records. Organize and maintain vendor/commodity source files and catalogues.
- Issue purchase orders; track status of purchase orders; work with vendors regarding special problems. Train selected personnel to use the Datatel on-line requisition system.
- Prepare specifications for contract bids (Requests for Proposals) as needed.
- Create, organize and maintain the institution's inventory system for property and equipment.

SUPERVISION RECEIVED

Minimal supervision is received from the Dean of Administration.

SUPERVISION EXERCISED

Administrative and functional supervision of employees and student workers.

MINIMUM QUALIFICATIONS

Associates or Bachelors degree in business, accounting or other appropriate discipline, plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.