



VERMONT STATE COLLEGES

## Job Classification Description

### **ASSISTANT TO THE DEAN OF ADMINISTRATION NON-BARGAINING UNIT**

**GRADE 10  
NON-EXEMPT**

#### **BASIC FUNCTION**

To coordinate and carry out a variety of key administrative support functions for the Dean of Administration and to support and manage personnel processes and to maintain and provide a wide range of information.

#### **CHARACTERISITC DUTIES & RESPONSIBILITIES**

- Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions within the office of the Dean of Administration.
- Perform support functions related to personnel, including manage employment search processes and information processes for evaluations, appointment and reappointment; assist with VSC Personnel Handbook, Federation Agreements and other employment related legal compliance.
- Assist with departmental budget planning and tracking, including prepare and maintain monthly reports and others as assigned. Monitor staff development funds and expenses.
- Provide assistance to the Director of Payroll/Benefits and to College employees on benefits information; assist with benefits problems by working with vendors or the Chancellor's Office human resources staff, and answer routine questions on payroll and benefits matters.
- Assist in designing, implementing and maintaining departmental filing, recordkeeping and reporting systems, including computer applications.
- 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 various written documents related to assigned functions, such as policy and procedure manuals and collective bargaining agreements, respond to requests for information and address concerns or refer them to the Dean.
- 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 related to assigned functions, involving background research, compiling and analysis of data from a variety of sources.
- Perform a variety of activities related to college information including: coordinate the division website information; design, maintain and prepare college directories and charts; proofread and edit college publications as requested.
- Serve as liaison with students, faculty, staff, parents, Trustees, alumni, vendors, and/or other key internal and/or external department constituency; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems refer to Dean of Administration and advise on appropriate action to be taken as necessary.
- Assist with regular support duties for senior department staff or administrators: answer phones and carry out standard reception tasks; type/print using work processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; screen and distribute mail; photocopy; set up meetings and the like.
- Perform related duties as assigned.

### **SUPERVISION RECEIVED**

Minimal supervision is received from the Dean of Administration.

### **MINIMUM QUALIFICATIONS**

Associates degree in an appropriate discipline plus four to five years of relevant clerical, bookkeeping, and administrative experience, or a combination of education and experience from comparable knowledge and skills are acquired.

- Strong planning, administrative, communication and organizational research, writing and math skills.
- Good understanding of accounting practices.
- Previous experience in organizing and maintaining moderately complex filing and recordkeeping systems, including strong experience with computerized information systems, especially spreadsheets.
- Good general understanding of higher education personnel functions, organizational structure and administrative operations.

- Ability to deal effectively with a wide variety of individuals inside and outside of the College.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**