



Job Classification Description

ASSISTANT TO THE DEAN OF ADMINISTRATION/LSC 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; to process student payroll and serve as back-up for employee payroll processing; and to maintain and provide a wide range of information to people inside and outside the college.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions within the office of the dean of administration.
 - Maintain schedule of meetings and evaluation process of dean's reporting directors.
 - Maintain schedule of meetings, provide notices, agendas, and minutes of committees chaired by the dean.
 - Support business office activities; facilitate communication with departments, assist with tracking paperwork, maintaining some files, create name badges and order business cards.
 - 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.
 - Assist with departmental budget planning and tracking, including prepare and maintain monthly reports and others as assigned.
 - Maintain various written documents related to assigned functions, such as residency applications and insurance policies, 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.
 - Serve as a liaison between dean and students, faculty, staff, parents, trustees, alumni, vendors, and other internal and external department constituency; explain, interpret and enforce standard policies and procedures; process special requests; discuss,

- investigate and resolve problems or refer to dean of administration and advise on appropriate action to be taken as necessary.
- Assist with daily processes of payroll
 - Process and carry out student payroll; ensure that appropriate paperwork is in place; help to resolve student payroll- and employment-related issues.
 - Act as backup to the director of payroll/benefits for payroll processing; assist with and carry out faculty and staff payroll as directed.
 - 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 as backup with support duties for senior department staff or administrators: answer phones and carry out standard reception tasks; type/print correspondence, reports, etc.; order office supplies; maintain appointment calendars; screen and distribute mail; photocopy; set up meetings.
 - Perform related duties as assigned.

SUPERVISION RECEIVED

Primary supervision is received from the Dean of Administration, with secondary supervision from Director of Payroll & Benefits.

MINIMUM QUALIFICATIONS

Associate's 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.