



Job Classification Description

**STAFF ASSISTANT
VSC – UP PAT Bargaining Unit**

**Grade 9
Non-Exempt**

BASIC FUNCTION

To coordinate and carry out a variety of key administrative support functions of a College division, department or program.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions.
- Assist in departmental budget planning. Monitor expenditures and process budget documents.
- Assist in designing, implement and maintain departmental filing, record- keeping 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.
- Organize and coordinate various department activities/events, including arranging for all necessary facilities, staffing, scheduling, advertising/ promotion, and the like.
- Develop (write, design, draft, edit, etc.) various written documents related to assigned functions, such as policy and procedure manuals, instructional materials, and the like.
- 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; and the like.
- 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, and so forth.
- Serve as liaison with students, faculty, staff, parents, Trustees, alumni, vendors, and/or other key internal and/or external department constituency: present information on department programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Perform other specialized/technical tasks related to assigned functions.
- Confer regularly with immediate supervisor, department/College personnel, and relevant outside organizations/individuals to plan, coordinate and evaluate programs/projects/activities/policies, exchange information, resolve problems, and the like.

- Train and supervise the daily activities of assigned support staff.
- Assist with regular secretarial duties for senior department staff or administrators: answer phones and carry out standard reception tasks; type/print using word 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 a senior administrator or department director.

MINIMUM QUALIFICATIONS

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

- Good planning, administrative and organizational skills; research, writing and math skills.
- Previous experience in organizing and maintaining moderately complex filing and recordkeeping systems, including some experience with computerized information systems.
- Good general understanding of higher education 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.