



JOB DESCRIPTION

Job Title:	ADMINISTRATIVE AIDE
Department:	SOCIAL SCIENCE & EDUCATION
Reports to:	ADMINISTRATIVE ASSISTANT
Job Description Revised: 8/10	
DESCRIPTION OF POSITION	
The person filling this position will be responsible for performing administrative and clerical work for the Human Service, Child Study, Organizational Studies, Business Administration and Homeland Security/Criminal Justice programs to assist department staff in their work.	
ESSENTIAL JOB FUNCTIONS	
<ol style="list-style-type: none"> 1. Understand, support and promote the philosophy and mission of the College, department and programs using them as guidelines in fulfilling all responsibilities 2. Support the Administrative Assistant and department staff in their work 3. Maintain a variety of databases and other records to support departmental operations 4. Perform a variety of clerical and administrative tasks as assigned by the various department directors 5. Prepare various documents and reports 6. Assist in coordinating meetings and special events 7. Answer telephones and respond to customer requests 8. Contact current and prospective students to arrange for appointments and gather information 9. Assist in updating and maintaining plans of study 10. Perform routine office procedures such as copying, collating, and filing 11. Prepare mailings and other communication for students and other stakeholders 12. Maintain confidentiality of student and staff information 13. Maintain and/or order inventory of supplies to ensure smooth operation of departments 14. Maintain professional appearance at all times. 15. Perform other professional duties and responsibilities as assigned 	
OTHER RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Attend meetings as required 2. Serve on assigned college-wide committees 3. Help to maintain high degree of student and employee satisfaction by providing ongoing assistance to meet their needs 	
EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS	
<ul style="list-style-type: none"> ▪ High School Diploma or GED required; associate degree preferred ▪ Minimum three years administrative experience required ▪ Working knowledge and experience using Microsoft Office software ▪ Excellent written and oral communication skills ▪ Excellent organizational skills ▪ Pleasant and professional customer service skills ▪ Attention to details ▪ Ability to multi-task and work under pressure 	

I have received and reviewed a copy of this job description.

Signature

Date