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JOB POSTING
OFFICE OF HUMAN RESOURCES
March 13, 2014

POSITION: Administrative Assistant

DEPARTMENT: Academic Programs and Services

DIVISION: Academic Affairs

HOURS: Full-Time Position, 35 hours per week, Monday through Friday, 8:30-4:30

Function

• Provide administrative and secretarial support to the Dean of Academic Programs and Services and other department Directors who report to the Dean.
• Provide support of the Academic Affairs Support Staff.

Organizational Relationships

• Reporting to the Dean of Academic Programs and Services.

Specific Duties and Responsibilities

• Provide administrative and clerical support to the Dean of Academic Programs and Services and department Directors who report to the Dean. This support includes, but is not limited to: answering and routing incoming telephone calls, scheduling appointments, making travel arrangements, copying, maintaining office files and budget documents, shredding, drafting routine correspondence for signature, assisting the Dean and Directors with projects as needed, communicating announcements, ensuring that deadlines are adhered to, ordering supplies, processing purchase requisitions and check requisitions, etc.
• Support the work of the Academic Affairs Support Staff as needed. The responsibilities of the Academic Affairs Support Staff include, but are not limited to: support of faculty in all departments, preparation, distribution, and processing of the student evaluations of course instruction, grading of student examinations, creation of faculty schedules, processing of copy request forms, creation of the final examination schedules in the DC program, etc.
• Other duties as assigned.

Methods of Accountability

• Performance evaluations by the Dean of Academic Programs and Services.
• Faculty and student satisfaction with Academic Affairs services.
Mental and Physical Requirements

- Excellent organizational, written and oral communication skills necessary with emphasis on customer service philosophy.
- Ability to effectively interact and communicate with all college constituents.
- Ability to perform multiple tasks flexibly and independently, due to interruptions.
- Attention to detail and accuracy essential.
- Possess good listening skills.
- Ability to evaluate and prioritize workload.
- Ability to tolerate occasional hallway noise and distractions.
- Ability to handle high level of discretion and confidentiality.

Education and Experience

- High school diploma with emphasis on secretarial skills and/or minimum of 2-3 years secretarial experience, preferably in an educational setting required.
- Knowledge of MS Word, PowerPoint, Outlook, Excel.

Working Environment and Conditions

- Welcoming and professional service oriented environment.
- Supportive working relationship with faculty, staff and co-workers.

Equipment and Tools

- General office equipment and supplies.
- Computer, printer and software.

If you are interested in applying for this position; please submit a cover letter, resume, and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: owatson@nycc.edu.