



# MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

<b>Division/Department:</b>	Continuing Education, College and Career Readiness (CCR) department
<b>Job Title:</b>	Administrative Assistant
<b>Reports to:</b>	Director of College and Career Readiness (CCR) and Human Resources Development (HRD)
<b>Level/Grade</b>	Type of position: <b>Work Study</b> – Part time (NMT 20 hours per week)
<b>Revision:</b>	7.15.2022

## GENERAL RESPONSIBILITIES

Provide administrative assistance for Director and faculty/staff of CCR and HRD.

## SPECIFIC RESPONSIBILITIES

1. Assist in creating an inventory system for CCR and HRD.
2. Maintain inventory system for CCR and HRD.
3. Provide office support for CCR and HRD department director and staff.
4. Maintain resource material and replenish or update as needed.
5. Prepare and organize Orientation material.
6. Assist with filing and organizing student files and student materials.
7. Organize data to be entered into Data Management system (i.e. attendance sheets, etc.).
8. Make and/or request copies for faculty and staff.
9. Run errands to/from the main campus and local community partners.
10. Prepare files, letters, etc. to be distributed to staff, students or partners.
11. Maintain positive relationships with the students and staff.
12. Support faculty/staff in the classroom as needed.
13. Communicate effectively with the administration team thru emails and phone calls by responding promptly.
14. Other duties as assigned.

*Note: This position may require some lifting up to 50 pounds.*

## QUALIFICATIONS

**Required:** High School Diploma, Computer skills (Microsoft suite and/or Google suite)

**Preferred:** Previous administrative experience, NC Driver's license

**General:** Trustworthy, organized, dependable, able to work independently, time management skills, ability to follow directions, works well with others, good communication skills