

CLOUD COUNTY COMMUNITY COLLEGE

Professional Services Job Description

Position Title: Administrative Assistant to the Vice President for Academic Affairs

Reports to: Vice President for Academic Affairs

Employment Classification: Full-time, Professional Services, KPERS covered.

Type of Contract: Annual

Date of Position Description: May 2024

The administration retains the right to change duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The Administrative Assistant to the Vice President for Academic Affairs (VPAA) is responsible for a broad and complex set of assignments related to the administrative duties and responsibilities in support of the VPAA including: providing advanced, diversified administrative support of a substantial and confidential nature; proactively solve problems and independently handle issues. Work is performed autonomously and with delegated authority to exercise discretion and judgment regarding matters of significance on behalf of the VPAA.

QUALIFICATIONS:

- Associates degree required; Bachelor's degree preferred; and 2 years of relevant experience preferred.
- Microsoft Word, Excel, Publisher, Outlook, Adobe InDesign, and Student Information System software.
- Strong interpersonal and communication skills.
- Ability to create, compose, and edit written materials.
- Ability to coordinate and organize meetings and/or special events.

RESPONSIBILITIES:

- Coordinate the VPAA activities, including management of a complex calendar, travel arrangements and associated logistics.
- Independently prioritize, plan, coordinate and/or oversee logistics for meetings and conferences with individuals and entities internal and external to the university, including VPAA and senior level staff.
- Excellent verbal and written communication skills, including editing and proofreading.

- Excellent planning and organizational skills.
- Demonstrated ability to handle sensitive issues and maintain confidentiality.
- Demonstrated ability to cultivate positive working relationships and gain the trust and respect of all levels of internal and external constituencies.
- Demonstrated ability to work as part of a team.
- Demonstrated ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy and tact.
- Ability to multi-task, adapt to changing priorities and meet deadlines.
- Advanced computer skills and demonstrated experience with office software and email applications.
- Oversee and/or manage multiple projects; anticipate and track critical dates; follow up with appropriate parties to ensure deadlines are met.
- Take responsibility for ensuring all pertinent documents and supporting materials are retained in the documents repository (e.g., Microsoft Teams, SharePoint, shared drives).
- Process travel reimbursements, invoices, and other expenses.
- Maintains faculty information with regard to credentials.
- Calculate overload, winter, and summer pay for full-time faculty.
- Develop and maintain evaluation schedules for adjunct and full-time faculty.
- Submit new-hire paperwork to the office of human resources.
- Create adjunct faculty contracts and calculate their monthly pay for the Concordia Campus.
- Perform assigned tasks within the college and state databases.
- Enter semester course schedules for the Academic Affairs division into the college's database.
- Assists the VPAA with the annual College Catalog/Student Handbook based upon accumulated changes.
- Assist with Commencement and Convocation activities.
- Ability to work with diverse populations.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.

Cloud County Community College offers a complete benefits package to all full-time support staff including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 8 hours per month, accumulates to 144 hours total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERs)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center