

# Warren Wilson College

## Position Description

**POSITION TITLE:** Administrative Assistant

**DEPARTMENT:** Work Program

**REPORTS TO:** Dean of Work

### **POSITION SUMMARY:**

The Administrative Assistant provides administrative and secretarial services for the Dean of Work.

### **SPECIFIC RESPONSIBILITIES:**

1. Monitors and documents budget compliances for Federal Work Study monies.
2. Assists the Dean of Work in his role as chairperson of the work College Consortium Council.
3. Composes correspondence and reports requiring discretion and administrative decisions based on records or personal knowledge of the College.
4. Schedules and coordinates the activities of the Dean of Work including meetings, appointments and events; makes travel arrangements.
5. Plans and arranges official college functions for the Work Program.
6. Edits documents produced by the Dean of Work and Work Program Office.
7. Establishes and maintains complex filing system.
8. Types letters, reports, and other related documents from rough drafts, corrected copy, dictated materials or recordings; proofreads completed materials.
9. Purchases office supplies, and recommends the purchase of equipment.
10. Coordinates departmental meetings and events.
11. Assists the Dean of Work with the organizational aspects of overseeing of the Work Program.
12. Acts as liaison between the Dean of Work and the student body.
13. Works on special Work Program related projects as assigned by the Dean of Work.
14. Takes minutes for minutes as directed by the Dean of Work.
15. Performs other related duties, as requested.

### **WORKING CONDITIONS:**

1. Office environment.
2. Must be able to focus on work amid constant activity.

### **QUALIFICATIONS:**

1. College education and/or five years experience in a comparable position, including prior experience in office management; experience in an academic setting preferred.
2. Excellent English language skills required.

3. Effective interpersonal skills and a pleasant telephone manner required.
4. Basic computer knowledge and excellent word processing ability, experience with Word and Excel preferred.