

November, 2008

Warren Wilson College
Position Description

JOB TITLE: Administrative Assistant for Office of Administration & Finance

REPORTS TO: Vice President for Administration and Finance

DEPARTMENT: Administration and Finance

POSITION SUMMARY:

Has primary responsibility for office management and administrative support in the Business Office; provides back-up administrative support for the Human Resources Office.

SPECIFIC RESPONSIBILITIES:

Business Office:

1. Provides administrative support services for the Vice President for Administration and Finance. Schedules and coordinates the activities of the Vice President and others (as requested by the Vice President), including meetings, appointments, reservations, travel, occasional official functions, and special projects.
2. Composes and types correspondence and reports requiring discretion and good judgment; prepares, types and carefully proofreads routine correspondence; ensures the effective physical production and accuracy of documents and reports.
3. Coordinates office communication networks; takes and routes calls and messages, answers questions, and serves as unofficial campus communication ombudsman.
4. Is responsible for the training, supervision, and evaluation of a 4-5 member student work crew at the main college Switchboard.
5. Provides back-up administrative and clerical support for the Office of Human Resources.
6. Provides support services for the campus telephone system, including equipment, maintenance, voicemail and long-distance calling for faculty, staff, and students. Provides support services for mobile phone users on the college's business plan.
7. Supervises student work crew in a variety of tasks in the Business Office.
8. Assists in preparation of materials in support of the Board of Trustees.
9. Performs other duties as requested.

Human Resources:

1. Provides back-up support for the HR Office.
2. Supervises student work crew in performing designated tasks for HR office.

(Administrative Assistant – Administration and Finance 11/08, p1)

WORKING CONDITIONS:

Office Environment

QUALIFICATIONS:

1. College degree and/or five years experience in a comparable position; experience in an academic setting preferred.
2. Basic computer knowledge and excellent word processing ability are required.
3. Courteous and effective interpersonal skills.
4. Excellent English language and grammatical skills, including fine writing and proofreading skills.
5. Strong organizational skills and ability to handle multiple tasks.
6. Maturity, professional demeanor, good judgment, and good humor.
7. Ability to work well with staff, faculty, students and members of the greater community.
8. Ability to thrive in a high-energy, productive work environment, and commitment to the Warren Wilson Triad of Academic, Work and Service.