

Colorado Mountain College Position Description

Title: Administrative Technician
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$35,912.16 - \$39,902.40 (\$17.72 - \$19.18 per hour)

Primary Responsibility

The Administrative Technician works in support of the business or College operations. The primary role is in support of academic or student services functions. Duties are performed using either established standard guidelines and/or procedural methods, or improvising solutions and alternatives.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's Degree and one year related work experience, Associate's Degree and two years related work experience, or High School /GED and three years related work experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities related to position: Knowledge of a variety of standard administrative and business methods and procedures; standard Microsoft Office software, and familiarity with other automated systems software such as Access, Publisher, Photoshop, and Indesign. Ability to read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task; meet deadlines; strong verbal, organizational, and interpersonal skills. Ability to maintain confidentiality at all times.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. This position solves problems, applies guidelines and uses processes that are stated and defined, or determines solutions and actions exercising independent judgment and discretion.
2. Activities may be complex and include responsibility for all clerical/technical aspects of a department or administrative office, including: coordinating; monitoring; reporting; student registration; bulletin/class schedule production; scheduling; customer service; front office procedures; and general clerical support to faculty, staff, administration and students.
3. This position performs clerical/technical support duties which may be limited to one activity or include a variety of complex support activities.
4. Illustrations of the work include, but are not limited to, any of the following: serves and assists students; assists admissions; registrations; processing and maintenance of student and department records.
5. Gathers; coordinates; and assembles bulletin/brochures information, course programming and scheduling; prepares and/or assists in development of instructional materials, reports, publications.
6. Develops and maintains schedules; may schedule and proctor tests.
7. Coordinates programs, projects, events, special activities.
8. Enters data; processes forms and documents; tracks data; prepares reports; schedules faculty use; initiates student billing and follow-up efforts.
9. Administers building security systems: issues or coordinates badges; prepares, maintains, verifies, and distributes documents and records.
10. Maintains employee records; provides information and/or training; handles front office procedures.
11. Maintains confidentiality in accordance with FERPA and all other policies and guidelines.
12. Provides general clerical/technical support to faculty, staff, and administration.
13. Performs other duties as assigned.

Supervision Received

This position reports to a designated supervisor.

Supervisory Responsibility

This position does not supervise others.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

May require travel within the college district, altered work schedule and/or occasional evening/weekend hours.

Working Conditions

This position may require constant sitting, occasional standing, walking and driving; occasional climbing, balancing, stooping, bending, squatting; frequent handling objects, pushing/pulling, and reaching with hand/arms; and constant finger movements; occasional lifting, carrying, pushing/pulling up to 25 lbs.; ordinary talking, hearing and vision capabilities; constant reading/comprehending, writing, communicating orally, reasoning/analyzing, and frequently performing calculations. Work is performed using a computer and standard office equipment, and occasionally specialized equipment such as a document binding machine.

HR Reference Information

CUPA 514000

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.