

Colorado Mountain College
Position Description

Title: Administrative Assistant II Morgridge Commons, Part-time Max 28 hrs. per wk
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$21.47 per hour

Primary Responsibility

The Administrative Assistant II works in support of the business or College operations at the Central Services office, primarily in Morgridge Commons, the College's community meeting space. This position coordinates and schedules daily operations of Morgridge Commons for internal and external customer groups. Duties are performed at a fully-operational level but with more complexity, using either established standard guidelines and/or procedural methods, or improvising solutions and alternatives. Working with internal and external customer groups requires high level customer service skills.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position such as a Bachelor's Degree from an accredited institution and 1 year related work experience; or an Associate's Degree or two-year college certificate, vocational school or technical program beyond high school, Business College or similar training efforts and 2 years related work experience, or High School Diploma/GED and 3 years administrative and/or project coordination related work experience or equivalent education and experience.

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 office and project management, bookkeeping and computer skills, word processing, communication, organizational and customer service skills.

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; reason and analyze; meet deadlines; strong verbal, organizational, and interpersonal skills; provide great customer service to internal and external customer groups.

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. Oversee scheduling of Morgridge Commons and customer care for internal and external groups.
3. Manage the online calendar of meeting space.
4. Coordinate all Morgridge Commons events including, production and IT/AV, furniture and kitchen needs.
5. Coordinate all Morgridge Commons promotion and communications, including maintenance of the Morgridge Commons website.
6. Create purchase orders and pay Morgridge Commons bills weekly, run monthly budget reports, reconcile purchasing cards.
7. Ensure daily cleanliness, maintenance and supplies for entire Morgridge Commons space.
8. Order supplies and services as needed to support Morgridge Commons operations.
9. Enforce facilities use agreement rules with external groups.
10. Supervise work-study students when available.
11. Performs other duties as assigned.

Typical work hours are from 8am-5pm, but early morning, evening and weekend coverage will be required as well. These hours are rotated among staff and some flexibility is necessary.

Special Conditions of Employment

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

Working Conditions

This position requires constant movement and the ability to move tables and chairs from room to room and some standing; handling of objects, pushing/pulling; frequent reaching with hands/arms,

and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 40 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations. Office work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

Supervision of the Position

This position receives general direction from the Director of Facilities.

HR Reference Information:	
Position group and code:	NE 51400
Date of review:	<i>Format updated 7012022</i>

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.

