

Colorado Mountain College

Position Description

Title: Administrative Technician, Part-time, maximum 28 hours per week.
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$21.47 per hour

Primary Responsibility

The Administrative Technician works in support of the business or College operations at a commuter campus or work units. These positions are typically found at commuter campus, but may appear within work units at residential campuses or central services. The primary role is in support of academic or student services functions. 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.

This is a part-time position with a maximum of 28 hours per week. The CMC work week is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include: Bachelor's Degree from an accredited institution and 1-year related work experience; or, 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 related work experience or equivalent education and 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 directly applicable to the 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.

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 are more complex and confidential 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 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; 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 badges; prepares, maintains, verifies, and distributes documents and records.
10. Maintains employee records; provides information and/or training; handles front office procedures.
11. Provides general clerical/technical support to faculty, staff, and administration.
12. Performs other duties as assigned.

Supervision Received

This position receives general supervision from a designated supervisor.

Supervisory Responsibility

Position may serve as lead to others

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. May require travel within the college district, altered work schedule and/or occasional evening/weekend hours. 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 sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 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 occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	NE 514000
Date of review:	7012022

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.