

Colorado Mountain College

Position Description

Title: Administrative Assistant I, Part-time Maximum 28 hours per week
FLSA Classification: Non-exempt (Hourly)
Hiring Rate: \$20.28 per hour

Primary Responsibility

Under the supervision of a designated supervisor, the Administrative Assistant I will work in the support of the business or College operations in a variety of work units performing clerical/technical duties. Duties are performed at a fully-operational level using established, standard guidelines and/or procedural methods. Duties are performed at a fully-operational level but with more complexity and/or confidentiality, using either established standard guidelines and/or procedural methods, or improvising solutions and alternatives.

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. Examples include a Bachelor's degree and one-year related experience, Associate's degree and two years related experience, or High School/GED and three years related 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: proficiency with Microsoft Office, especially Word and Excel; proficiency with Adobe Acrobat Pro or DC, proficiency with technology and standard office equipment, knowledge of WordPress and Microsoft SharePoint helpful.

Welcoming. Innovative. Focused on Student Success. These values 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, collaborative partner, and community member in our 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 performs clerical/technical support duties which may be limited to one activity or include a variety of complex and routine support activities.

2. Activities may include completion and processing of documents and information; scheduling; reception and intake; record keeping and maintenance; document production; delivering materials; document duplication.
3. Illustrations of the work include, but are not limited to, any of the following:
 - a. Completing and processing forms.
 - b. Screening, comparing, and verifying documents.
 - c. Scheduling classes, appointments, meetings, hearings, exams, and rooms.
 - d. Making travel arrangements or reservations.
 - e. Screening calls, taking messages, greeting clients, referring people.
 - f. Responding to requests.
 - g. Retrieving, sorting and sequencing, labeling, circulating, and purging files.
 - h. Composing, formatting, producing, proofing, and copying documents.
 - i. Tracking status of funds, documents, and actions.
 - j. Researching, gathering, and verifying information and documents.
 - k. Preparing and/or assisting in preparation of instructional material/reports/publications/contracts.
 - l. Filling in predetermined object codes and account numbers on forms.
 - m. Sorting, weighing, metering or stamping, picking up, and delivering mail/packages.
 - n. Preparing and submitting purchasing requests.
 - o. Verifying accuracy of shipments, issuing, and inventorying items, supplies, etc.
 - p. May take registrations or orders.
 - q. May resolve problems.
4. Performs other duties as assigned.

Supervision of the Position

This position receives supervision from a designated supervisor and/or lead clerical/technical position.

Supervisory Responsibility

Position has no supervisory responsibility.

Special Conditions of Employment:

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 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

HR Reference Information:	
Position group and code:	
Date of review:	10.23

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.