

## Colorado Mountain College

### Position Description

Title: Administrative Assistant II, Part-time, Maximum 28 hours per week  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$22.55 per hour

#### Primary Responsibility

The Administrative Assistant II performs customary clerical/technical duties in support of the business or College operations and management of an office. 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 with a maximum of 28 hours per week. The CMC work week is Friday through Saturday.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the needs of the position. Examples may include a Bachelor's Degree and two year related work experience, Associate's Degree and three years related work experience, or High School/GED and four 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. 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 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 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: document preparation and maintenance; coordination; scheduling; monitoring; communicating; serves as a resource to faculty, staff, and the general public regarding programs, activities and/or College policies and procedures.
3. This position performs clerical/technical support duties which may include a variety of complex and/or confidential support activities.
4. Illustrations of the work include, but are not limited to, any of the following: creates, prepares, maintains, and distributes documents and confidential material.
5. Serves as a resource to faculty, staff, and the general public regarding programs, activities and/or College policies and procedures.
6. Schedules appointments; arranges, coordinates, and provides staff support for meetings; takes, prepares, and distributes minutes; makes travel arrangements and reservations.
7. Monitors and tracks deadlines; prepares and/or assists in development of reports/publications; handles confidential issues; researches, gathers, budgets, assembles data and information.
8. Processes incoming and outgoing mail; responds to requests for information; maintains records and files; plans, organizes, implements, and/or assists with special projects, events, and activities.
9. May assist with admissions, registrations, processing and maintenance of student records, bulletin/brochure information and course programming and scheduling.
10. Performs other duties as assigned.

#### Supervision Received

This position reports to a designated administrator.

#### Supervisory Responsibility

This position may supervisor part time and work study positions and serve as lead to others.

#### Special Conditions of Employment

Successful completion of a background check including motor vehicles records check is 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 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](mailto:benefits@coloradomtn.edu)

HR Reference Information:	
Position group and code:	514000
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.