

Colorado Mountain College

Position Description

Title: Administrative Assistant II/Student Affairs Projects *2-year term
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$48,880.14 - \$54,311.27 (\$23.50 - \$26.11 per hour)

Primary Responsibility

Under the supervisor of the Assistant Vice President – Dean of Students, the Administrative Assistant II/Projects 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.

Technical support duties will include implementing automated solutions for manual processes, project managing technology enhancements/process/procedures/assessment for data integrity and compliance, SIS implementation and training, and ADA digital accessibility compliance on the Student Affairs functional areas. Update and maintain webpages content to comply with SCAG 2.1 and CMC standards.

Position may require occasional travel and representation at college-wide meetings and/or occasional evening and weekend hours for successful completion of duties.

*This term position has been approved for 2 years.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the needs of the position. Examples may include a bachelor's degree and three years related work experience, associate degree and five years related work experience, or High School/GED and seven years related work experience, or equivalent education and experience that will provide the necessary knowledge, skills and abilities to perform the functions of the position.

Experience learning software, with ERP systems, Website and ADA Compliance required.

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. demonstrated understanding of the application of technology to student services and programs.; ; interpersonal skills, a positive attitude and ability to plan and adapt to change; able to work independently towards established goals and deadlines; work cooperatively with internal and external

parties; develop and organize events and trainings; strong written, verbal, and presentation skills; analytical skills and ability to provide detailed reports and data analysis.

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

Administrative Assistant II:

1. This position will support AVP Student Services in leading college-wide services and support in the following areas: Access Services, Title IX, Mental Health Services, Emotional Health and Wellbeing Team, Residence Life, Care Teams (Campus Behavioral Intervention and Threat Assessment Teams), and Adjudication.
2. This position solves problems, applies guidelines and uses processes that are stated and defined, or determines solutions and actions exercising independent judgment and discretion.
3. 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.
4. This position performs clerical/technical support duties which may include a variety of complex and/or confidential support activities.
5. Illustrations of the work include, but are not limited to, any of the following: creates, prepares, maintains, and distributes documents and confidential material.
6. Serves as a resource to faculty, staff, and the general public regarding programs, activities and/or College policies and procedures.
7. Schedules appointments; arranges, coordinates, and provides staff support for meetings; takes, prepares, and distributes minutes; makes travel arrangements and reservations.
8. Monitors and tracks deadlines; prepares and/or assists in development of reports/publications; handles confidential issues; researches, gathers, assembles data and information.
9. 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.
10. May assist with admissions, registrations, processing and maintenance of student records, bulletin/brochure information and course programming and scheduling.
11. Performs other duties as assigned.
- 12.

Student Affairs Projects:

1. Assess the Student Affairs data for integrity and compliance in all Student related records.
2. Reviewing current processes and use of software, implementing each software to the greatest capacity to meet CMC needs, preparing to merge software with Workday: Advocate – Care, Incident, TIX, Complain, Fraud, Injury reporting and processing Accommodate – Student accommodation management StarRez – Residence Hall applications, housing assignments, conference management Accuplacer – Placement testing Vector Solutions – Sexual harassment, discrimination training for employees and student Read & Write – Literacy support software
3. Planning, executing, and delegating responsibilities to ensure complete ERP/SIS project implementation in support of Student Affairs department initiatives and institutional goals.
4. Utilize strong technical understanding and broad knowledge of Student Affairs functionality.
5. Ensure that the critical functional requirements outlined in ERP review for SIS will be implemented effectively for the development WCAG compliance for all Student Affairs Web content.
6. Train 120 staff to create only accessible materials moving forward.
7. Remediate all web materials managed and overseen by Student Affairs including but not limited to: hundreds of web pages. DocuSign, PDFs and other documents and 30 videos embedded on the CMC website.
8. Will be the lead member for the ERP crossover team for Student Affairs.
9. Test software upgrades, bundles, and fixes concerning records data. Create and update documentation as needed.
10. Serve on committees, as requested, for the ERP/SIS implementation.
11. Explore and implement innovative technology enhancements for the Student Affairs department.
12. Maintain and update all training materials for the department.
13. Oversees the maintenance of the department's online presence, including web pages and forms; and design training resources.
14. Prepares reports, analyzes data, provides recommendations for improved workflow, and assures appropriate use of the student services systems.
15. Analyzes workflow processes, proposes solutions, and resolves problems/issues.
16. Other duties as assigned.

Supervision Received

This position works with general guidance of the Assistant Vice President – Dean of Students.

Supervisory Responsibility

This position may serve as a lead to other team members.

Special Conditions of Employment

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

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

Position group and code	514000/80 463150/20
BLS SOC	43-6014
Position ID	AA2SAP
Date of HR updated review	01.5.2024.

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. Employees may perform other related duties as required to meet the ongoing needs of the organization.