

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: ASSISTANT TO THE XCEL-IT CONSORTIUM (XCEL-IT Grant Funded through Sept, 2017)

PAY GRADE: C-7

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

Provide advanced level administrative support requiring skills and the ability to coordinate the completion of multiple tasks or projects within established time frames for the Executive Director of the Consortium, as well as key personnel involved in the consortium. Incumbents are generally directed to perform primary functions of the Senior Staff Assistant level, but are periodically assigned to more complex work involving independent planning, coordinating, and completing special assignments at the discretion of the Executive Director of the Consortium.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Prefer secretarial or Office Management training beyond secondary school level.
2. Years of experience in field: Seven years of experience providing administrative support, clerical and typing required.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of Business English, spelling and punctuation. Knowledge of office practices and procedures. Knowledge of the overall functions and operations of the department or division to which assigned. Knowledge of computer usage.

Special skills or abilities related to position: (continued):

Ability to operate a computer in entering, retrieving, and manipulating data. Ability to prepare documents and compose letters and memoranda. Ability to make decisions in accordance with college rules, regulations and policy. Ability to establish and maintain effective working relationships with college staff, employees at other colleges, students and the public. Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement. Ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Ability to work independently, take initiative and follow through on assignments. Ability to utilize Microsoft Office Suite, Outlook, and the college's budgeting and accounting data base.

ESSENTIAL JOB FUNCTIONS:

1. Function as office assistant to the Executive Director of the Consortium, the XCEL-IT staff in Ocala, as well as key personnel involved in the consortium. Participate directly in the work of the administrator such as interviewing visitors, securing details of specialized information, assisting in office research and providing information regarding the services and operation of the unit. Communicate policy to students and the public.
2. Coordinates special projects that may be complex and specialized in nature as assigned.
3. Keep supervisor's appointment calendar and schedule appointments. Receive and screen calls and refer callers to appropriate offices.
4. Record notes and minutes of conferences, meetings and functions as required.
5. Prepare forms and reports independently.
6. Set up and maintain specialized office files. Assemble information for department's use.
7. Open, prioritize and process mail.
8. Type, proof/edit and process letters, minutes, forms, schedules, manuals, booklets, requisitions, purchase orders, proposals, contracts, course registrations and related paper work.
9. Use computer to input and retrieve data regarding courses, schedules, operations, employee data or other related information.
10. Assist in the preparation, maintenance and monitoring of the department's budget. Maintain and process office staff payroll certification.
11. Maintain office supply inventory and records
12. Coordinate travel arrangements, prepare appropriate forms and arrange for reimbursements.
13. Function as lead worker over student assistants and clerical staff, if appropriate.
14. May be required to work a flexible schedule-late afternoons or evenings. Support XCEL-IT staff in achieving grant deliverables.
16. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieves information from a computer or other electronic device

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: XCEL-IT Executive Director - Consortium