DIVISION ASSISTANT

DEFINITION

Under general supervision, coordinates the clerical, secretarial and administrative support functions for an assigned division, coordinate the preparation, data input, editing and updating of class schedules and faculty assignments for the assigned division; provides varied office administrative assistance to a College division chair and associated staff.

CLASS CHARACTERISTICS

This class has primary responsibility for the overall operation of the office functions supporting a College Division. This includes coordinating and maintaining class schedule and faculty assignment information at the division level. It is distinguished from other College office support classes in that incumbents provide complex office administrative services for a College division. General work guidelines are normally established by the Division Chair or equivalent administrator; however, day-to-day activities require the use of initiative and judgment, particularly when prioritizing work from several staff members or when dealing with a variety of College students and staff and representatives of the public. This class is further distinguished from Administrative Assistant in that the latter provides assistance to a College dean or equivalent level administrator.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinate the office functions supporting a College Division; utilize advanced software to enter, monitor, change or report on data regarding programs, staff and students
- Coordinate and personally perform responsible work related to the preparation, input, editing, and maintenance of class schedule and faculty assignment information
- Coordinate facility use and resolve scheduling conflicts; confers with staff and faculty to resolve problems and coordinate the flow of information
- Provide office administrative support to the Division Chair
- Design and implement office support systems in support of the division and its various instructional programs
- Receive and resolve complaints and concerns that arise on the part of faculty, staff and students, in accordance with established College and state procedures and regulations
- Assist students and prospective students in selecting appropriate classes
- Coordinate projects such as division table walk-in registration
- Assist in preparing and, monitoring and analyzing the division budget including preparation or budget revisions as directed such as, distribution of funds to proper adjunct faculty and tracking of conference attendance and costs
- Direct the work of student assistants and temporary hourly employees on a project or day-to-day basis; provides work instruction to staff
- Draft and type reports, correspondence and other written materials using an on-line or personal computer system with word processing software; review finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage; use standard computer software to create written materials and directories
- Serve as liaison between the Division Chair and the wider Cabrillo community; provide factual information to faculty, students and the public
- Organize and maintain various office and instructional files; assists faculty in the completion of necessary forms
- Prepare and/ or review for accuracy timecards and other personnel documents
- Schedule meetings and composes division meeting minutes
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- Receive, screen, and prioritize visitors, telephone calls and mail
- Assist with the coordination of the facility hiring process and employee orientations; facilitate the faculty evaluation process
- Maintain curriculum files related to assigned division including tracking proposals for curriculum changes
- Perform special research projects as directed by the Division Chair
- Prepare a variety of reports in support of Division activities and programs
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including filing and business letter writing
- Terminology and basic principles and concepts of the multiple administrative or instructional functional areas to which assigned
- Basic functions, procedures and programs of an educational institution
- Standard office administrative practices and procedures, including filing and business letter writing
- Operation of standard office equipment, including a word processor and a personal or on-line computer and appropriate software
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Recordkeeping principles and practices
- Business mathematics and basic budgetary principles and practices

Skill in:

- Provide varied office administrative and secretarial assistance to administrative staff
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction
- Research, compile and summarize a variety of information
- Analyze course schedules and office administrative problems and recommending appropriate solutions
- Exercising initiative and judgment within established guidelines
- Establish and maintain detailed and accurate records and files
- Compose correspondence from past knowledge or from brief instructions
- Operate a personal or on-line computer with appropriate database and word processing software
- Establish and maintain effective working relationships with those contacted in the course of the work
- Type or operate a keyboard with sufficient speed and accuracy to enter data and prepare correspondence and reports in a timely manner

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of secretarial or office administrative experience. College level coursework in an appropriate field and experience in an educational setting is desirable.

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