

**Administrative Assistant
Vice President for Instruction's Office
Williston State College**

SUMMARY OF RESPONSIBILITIES

This individual should be able to perform a variety of tasks related to Instruction, such as routine administrative assistant duties, handle confidential information, act as a receptionist, coordinate meetings and work schedules within the Instructional area.

This individual should be a self-starter with strong organizational skills. This individual will have strong proofing skills with sensitive data, and be a "people-person."

ESSENTIAL DUTIES

- ❑ Maintain course curriculum data; update program curriculum and course offerings
- ❑ Research material as required to provide background material to submit reports and make recommendations to instructional leadership regarding policy formation, budget and others of a similar complexity
- ❑ Maintain appropriate records to monitor state/federal funded programs and submit reports as required
- ❑ Prepare agendas, attend meetings, take and transcribe minutes and assure proper distribution of minutes
- ❑ Schedule appointments for vice president and others to which assigned; arrange and coordinate meetings; keep appropriate individuals informed of itineraries and appointments
- ❑ Receive and respond to public inquiries and/or complaints tactfully and constructively and/or research and assemble required information for response
- ❑ Screen incoming calls, mail, personal visit inquiries and other relevant matters, evaluating relative importance of each; independently answer routine matters and refer others to appropriate persons
- ❑ Compose letters and reports from brief instructions or notes, or on own initiative; requires extensive knowledge of grammatical composition; determine most appropriate layouts, formats, arrangements and other related details
- ❑ Develop office procedures, routine and filing systems as necessary
- ❑ Compile data from a variety of sources and prepare summary reports as directed; may involve statistical calculations and tabulations in accordance with established formulas; may involve posting and balancing
- ❑ Maintain follow-up system on reports or actions required on a periodic basis, such as employee payroll sheets and due dates for regular reports
- ❑ Serve as point of coordination as authorized in various inter-department, public and civic matters
- ❑ Assist other departments as directed; act as receptionist and greet and escort visitors

- ❑ Provide high level of quality customer service; maintain confidentiality and use tact and discretion

QUALIFICATIONS

- ❑ Minimum of Associate degree; Bachelors degree preferred
- ❑ Strong, demonstrated communication skills with the general public
- ❑ Strong, organizational skills with attention to detail and ability to set priorities
- ❑ Experience in word processing, spreadsheets, databases, and presentations

APPLICATION PROCESS

All interested individuals should submit the following to the Human Resources Office, Williston State College, 1410 University Avenue, Williston, ND 58801: Staff Application for Employment Form (available at www.wsc.nodak.edu/jobs) or by request from the WSC Business Office at (701) 774-4200), letter of application, current resume, and contact information for three professional references.

Application materials must be received in the Human Resources Office by 4:30 p.m. on or before October 16, 2009. All requested materials should be submitted in order to receive full consideration. All application materials become the property of Williston State College.

A screening committee will review applications, interview, and recommend finalists. The screening process will start on or after October 16, 2009 and continue until the position is filled. Employment is contingent upon a satisfactory background check.

Williston State College is an equal opportunity employer.