



## **Administrative Assistant to the Dean (CTE)**

### **JOB CLASSIFICATION**

Pay grade level: 11

Compensation: \$40,135-\$55,185. Commensurate with education and experience.

Employee category: Staff

Department: Career and Technical Education

Reports to: Dean of Career and Technical Education

FLSA status: Non-Exempt

Job Code: AA003FTNAAD

Location: Primarily TEC, but any other college location as assigned by the appropriate administrator

### **SUMMARY**

The Administrative Assistant to the Dean of Career and Technical Education supports the dean by assisting with office operations, stakeholder engagement, and division initiatives. This role also assists faculty, staff, students, and community members, ensuring smooth interactions and effective support for all aspects of career and technical education.

### **POSITION DESCRIPTION**

#### **Administrative & Office Coordination**

- Coordinate daily operations of the division office, serving as a central point of contact for faculty, staff, students, and the college community.
- Handle confidential and sensitive information with discretion and professionalism.
- Prepare meeting agendas, take minutes, and maintain records of discussions and follow-up actions.
- Assist with onboarding and orientation of new employees within the division.
- Provide general administrative support to the Dean and assist with special projects as assigned.

#### **Academic Scheduling & Faculty Support**

- Coordinate and manage semester class schedules, including collecting, verifying, and entering course information in collaboration with faculty, coordinators, and the Dean.
- Maintain and update course and section information in Ellucian Colleague to ensure accuracy in course fees, billing, instructional methods, and instructor assignments.
- Compile faculty workload and overload reports each semester for Dean review and submission to payroll.
- Collect and maintain faculty-related information for reporting purposes, including office hours, syllabi, and contact information.

#### **Records, Data & Compliance**

- Organize and maintain division records, files, and databases in both electronic and paper formats.
- Support data collection and reporting efforts, including labor market trends, institutional data, and workforce-related metrics.
- Maintain records related to grant compliance, student enrollment, and workforce initiatives.
- Assist with maintaining accurate and up-to-date program information across the college catalog, degree audit systems, and website.

#### **Financial & Operational Support**

- Assist the Dean with financial processes, including purchase orders, budget tracking, invoice reconciliation, and related documentation.
- Coordinate logistical needs for division operations, including space requests and key access requests.

#### **Programs, Outreach & Engagement**

- Support stakeholder engagement by coordinating meetings and communications with local employers, community partners, and industry representatives.
- Assist with the development and support of academic and workforce programs within the division.

- Contribute to division communications, including social media and marketing initiatives.
- Develop a working knowledge of division programs, courses, and services to respond to inquiries and provide accurate information.

### **General Responsibilities**

- Perform other duties and responsibilities as assigned by the Dean.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Possess strong written and oral communication skills.
- Must demonstrate a commitment to and ability to work with a diverse population of stakeholders.
- Ability to develop and maintain excellent working relationships and establish credibility with all levels of employees in the organization.
- Detail-oriented.
- Working knowledge of Microsoft 365 applications, especially Word, Excel, and Outlook.
- Ability to manage several projects with multiple deadlines simultaneously.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or Equivalent.
- Minimum of three (3) years' experience in the coordination of all aspects of office management.

### **PREFERRED QUALIFICATIONS**

- Associate degree or higher
- College coursework in administrative procedures.
- Previous experience working as an administrative professional in a community college.
- Use of institution-specific software applications (ex, Ellucian, Perceptive Content, etc.)
- Experience in providing high-level administrative support, including calendar management, meeting/travel arrangements, planning and scheduling techniques, etc., in higher education.

### **WORKING CONDITIONS**

In performing the duties of this job, the employee is regularly required to stand, talk, hear, walk, and sit. Occasionally, the employee may need to push or lift items. Reasonable accommodation can be provided to assist individuals with disabilities in performing the essential functions of the role.

### **WORK SCHEDULE**

40 hours per week during regular hours, Monday – Friday, 8:00 am – 4:30 pm. Must be able to work a variable schedule/hour to meet operational needs. May require evening and weekend hours.

**\*\*\*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised as additional duties and responsibilities are developed.**

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