



Administrative Assistant I (KCK CEHWC)

JOB CLASSIFICATION

Pay grade level: Grade 10

Compensation: \$36,693-\$50,452. Compensation will be commensurate with education and experience.

Employee category: Staff

Department: Facility Services

Reports to: Site Director of KCK Community Education, Health & Wellness Center

FLSA status: Non-Exempt

Job Code: TBD

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

SUMMARY

The Administrative Assistant assists the KCK CEHWC Site Director and serves as a resource for Partners, Faculty, Students, and Visitors of the Center. This position provides administrative support for the Site Director.

POSITION DESCRIPTION

- Maintain accurate electronic and hard files pertaining to KCK CEHWC (i.e., contracts, budgets, RFPs, proposals, etc.)
- Provide administrative support for the Site Director, including maintaining the calendar, events coordination, communications, etc.
- Reconcile credit card statements for the Site Director.
- Assists in the creation of the KCKCC Monthly Reports for the Board of Trustees.
- Enter all invoices and requisitions into Ellucian for approvals, working closely with KCKCC employees to ensure requisitions are included in monthly board reports. Distributes purchase orders upon creation to service providers. Able to differentiate between KCK CEHWC and KCKCC invoices.
- Works closely with the KCK CEHWC Condominium Association Board and all Partners.
- Works closely with all KCK CEHWC vendors.
- Mobilize KCK CEHWC service providers for campus issues (i.e., security, trash removal, goose waste, etc.) from call-ins, as necessary.
- Quick data entry skills balanced with strong accuracy and acute attention to detail.
- Schedule electronic recycling.
- Oversee shredding in the KCKCC space.
- Replenish batteries, office, and breakroom supplies for KCKCC staff and faculty.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Maintain confidentiality of information for KCKCC, KCK CEHWC, and Partners.
- Maintain current technology and software skills to efficiently operate division technology and utilize college software, including audiovisual equipment.
- Possess strong written and oral communication skills.
- Must demonstrate a commitment to and ability to work with students, faculty, Partners, and service providers.
- Detail-oriented.
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- Must demonstrate a commitment to and ability to work with a diverse student, faculty, and visitor population.
- High energy, self-starter who can work with minimal supervision.
- Ability to develop and maintain excellent working relationships and establish credibility with all levels of employees in the organization.
- Detail-oriented.
- Working knowledge and practical application of all Microsoft 365 applications, especially Word, Excel, Teams, Outlook, and PowerPoint.
- Ability to manage several projects with multiple deadlines simultaneously.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- One (1) year purchase order experience.
- Two (2) years of experience in an office environment.
- Two (2) years of customer service experience.
- Two (2) years of MS Office computer skills.

PREFERRED QUALIFICATIONS

- Associate's or higher degree **OR**
- Administrative Office Assistant Certification.
- Experience with property management and multiple tenants.
- Experience using Ellucian system.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, and sit. While performing the duties of this job, the employee may occasionally push or lift items.

WORK SCHEDULE

8:00 a.m. to 4:30 p.m. 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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