



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY

Administrative Assistant-Academic Affairs

September 9, 2009

- Position:** Muskegon Community College is seeking qualified candidates for the position of Administrative Assistant for Academic Affairs.
- Responsibilities:** Provides responsible, independent and complex secretarial and administrative assistance; performs office functions requiring a significant degree of confidentiality for the Vice President and Associate Vice President of Academic Affairs and the Director of Program Outreach.
- Qualifications:**
1. Associate Degree, five years of administrative assistant experience.
 2. Ability to accurately keyboard 50-60 w.p.m.
 3. Possess excellent organizational, planning and time management skills; strong analytical and decision making skills; problem solving skills; excellent follow through and attention to detail.
 4. Demonstrate tact and judgment in dealing effectively with staff, students, and community persons.
 5. Ability to take minutes and compose letters with an excellent command of grammar and spelling.
 6. Computer proficiency in Microsoft Office Suite (including Word, Access, Excel, Outlook and Power Point) and Colleague software.
 7. Possess excellent phone, oral and written skills to deal with diverse populations and customer concerns.
 8. Ability to work independently.
 9. Ability to operate a PC, copy machine, facsimile machine and dictation machine.
 10. Knowledge of Family Education Rights and Privacy Act (FERPA).
- Salary:** Support Staff I
- Hours:** Monday-Friday, 7:30 a.m. to 4:00 p.m. or as assigned by supervisor.
- Application Deadline:** September 21, 2009

A new, completed, and signed Application Form with *resume* must be received no later than 4:30 p.m. on the posted deadline and will not be accepted after the above date and time. **Applications may be submitted to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442. For information, call (231) 777-0447.**

ESSENTIAL FUNCTIONS:

1. Provide administrative support to the Vice President for Academic Affairs and the Academic Affairs Office. Anticipate the needs of the Vice President with knowledge of his/her preferences and policies. Relieve Vice President of clerical and minor detail. Type and proof read materials/correspondence electronically, from rough draft, transcription or corrected copy.
2. Schedule appointments for Vice President and Associate Vice President in Microsoft Outlook using discretion and knowledge of their preferences. Answer telephone, give accurate information, and write messages or direct calls appropriately for Vice President and the Academic Affairs Office.
3. Receive, open, organize, and distribute mail to appropriate persons, noting dates of required responses and/or meetings which require attendance of the Vice President and Associate Vice President for Academic Affairs. Receive, open and distribute mail for Academic Affairs.
4. Check forms, invoices, and requests for completeness before submitting to the vice president for signature and distribute in a timely manner.
5. Organize and maintain filing system in Academic Affairs. File and retrieve requested documents for the Vice President. Routine filing for Academic Affairs; file, retrieve correspondence, reports, forms, and other materials.
6. Maintain all paperwork for the Perkins Grant and communicate with faculty on Perkins related information. Maintain and organize all Perkins information in an Excel spreadsheet.
7. Communicate with full and part time faculty.
8. Dean's and Academic Honors List-Prepare mailing to honored students at the end of each semester.
9. Serve as a liaison with College Services regarding classroom assignments.
10. Receive and monitor faculty absence reports and report them to payroll.
11. Prepare mailing and information for Distance Education.
12. Serve on various committees: take accurate minutes and type, distribute, and file minutes.
13. Make arrangements for conferences and meetings; schedule rooms, coordinate media equipment and food service. Send notification of meeting, agenda, minutes and perform other related responsibilities. Prepare meeting materials, coordinate printing with graphic reproduction or utilize copy machine. Follow through with appropriate requisitions and invoices.
14. Order supplies using Corporate Express or MCC purchase requisitions for Academic Affairs.
15. Update Academic Affairs webpage.
16. Perform miscellaneous duties as requested by Vice President, Associate Vice President and Director of Program Outreach.

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.