



**Senior Administrative Assistant, CCV
Non-Bargaining Unit**

**Grade 9
Non-exempt**

BASIC FUNCTION

To provide elevated and enhanced administrative service and support to the CCV community.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

In addition to the duties and responsibilities of the Administrative Assistant position:

Purchasing: initiate large orders and may have a p-card

Colleague: advanced data entry/applications

Business: Oversee the process of taking payments and reconciliation of cashier sessions

Financial Aid: may provide back up, answer basic questions

Textbooks: liaison between instructors and bookstore (EdMap/UVM), may order desk copies

Semester activities: initiate, prepare, copy and distribute

Provides in-depth external customer service; provides internal customer services such as facilitating between other CCV sites and the SOM and/or coordinators.

Schedules meetings (external)

Processes vouchers

Other duties as assigned

General Supervision

General supervision is received from the Site Office/Operations Manager, Regional Director or designee. This position does not directly supervise other staff.

Physical Demands and Working Conditions

Mobility to work in a standard office environment, use standard office equipment. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.). Vision to read handwritten and printed materials and a computer screen. Hearing and speech to communicate in person and by telephone. May lift weight (up to 10 pounds). May work unusual and prolonged work schedule during high volume periods. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity. Accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

Minimum Qualifications

Must meet the minimum qualifications for an AA in addition to demonstrating:

Proficient skills in Outlook, MS applications (able to mail merge, use spreadsheets)

A solid understanding of the CCV LMS to be able to troubleshoot issues before elevating them to the helpdesk; able to navigate MS applications to troubleshoot and be able to provide basic end-user support

Advanced problem solving skills

Must be comfortable with multimedia e-classrooms and