JOB DESCRIPTION

JOB TITLE: Administrative Assistant III, Provost

REPORTS TO: Provost (East, Spring Hill, Porter Campus at Wiregrass Ranch and North Campuses)

BASIC FUNCTION: Under the direction of the Provost, performs advanced clerical office work with administrative responsibility, some of which is of a confidential nature.

CLASSIFICATION: Supervisory and Career Confidential

DUTIES AND RESPONSIBILITIES:

1. Independently composes and/or prepares correspondence, office memoranda, and forms, and takes and transcribes minutes or meeting notes, as required.

2. Screens and prioritizes all communication received in the Provost office, establishes and files all related material, and assembles information for the Provost.

3. Maintains daily campus calendar, and assists with scheduling of appointments, and meetings.

4. Receives and screens visitors and telephone calls, refer visitors and telephone inquiries to the appropriate person or department for information and provides daily operational updates to Provost, as needed.

5. Enters credit and non-credit courses into the College’s student records system, assigns classrooms, and assists with the preparation of the campus schedule of classes each term.

6. Responsible for data entry of department requisitions and budget monitoring. Assists with entries into SPOL, as assigned.

7. Prepares reports, research data, and campus publications, as required.

8. Secures and maintains all campus personnel files.
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9. Assists Faculty Support Assistant(s) with cancelling classes, posting signage, and contacting Student Development and the Information Center.

10. Submits information for posting and monitors information on the College’s Intranet, Internet, visual display and marquee.

11. Assists faculty and staff with the processing of College paperwork and forwards same to the appropriate Dean or department.

12. Enters and verifies data in the contract/payroll module of the student records system for all credit and supplemental sections.

13. Assists in securing signatures for contracts each term and provides follow up to the appropriate department.

14. Prepares and verifies payroll certifications for each pay period.

15. Supplies application information to potential adjunct instructors, and acts as a liaison with the Human Resources Office regarding new-hire documentation, contracts, Florida Retirement System (FRS) forms, and the posting and maintaining of pertinent bulletin board information.

16. Assists with the coordination of Evening Administrator assignments for the campus.

17. Serves on the Commencement Committee and works at commencement, as assigned.

18. Assists with the coordination of community events on campus.

19. Responsible for processing and maintaining all Incident/Accident Reports and Campus Activity forms.
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20. Supplies the Human Resources Office with a campus work schedule for faculty and staff each term.

21. Assists with the coordination of all faculty/staff and adjunct faculty meetings and other campus meetings, as required, and participates accordingly.

22. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED required. Must have experience editing written materials for spelling, grammar, and punctuation errors. Must have excellent communication and organizational skills, along with advanced word processing, spreadsheet and data entry skills.

Keyboarding Speed: 55 net words per minute with 95% accuracy
Advanced Editing/Formatting
From Rough Draft: 70% accuracy
Proof reading 1: 70% accuracy