



Position Title: ADMINISTRATIVE ASSISTANT

Location: Beeville
Hours: 40 hours per week
Pay Rate: \$12.00-\$12.50 hour
Job Classification: Non-exempt
Security Sensitive: Yes
Division: Instruction/Administration
Reports to: Vice President of Instruction and Economic Development & Vice President of Administration

II. Education Requirements:

High School Diploma, Associate Degree and/or certification in office administration preferred.

III. Qualifications:

Minimum of 3 years related experience; previous relevant experience working with an administrator ensuring confidentiality, integrity, professionalism, and tact at all times; intermediate to expert level competence with Microsoft Office including O365; experience preparing meeting agendas, minutes, letters and memos accurately and error-free; ability to prioritize a high-volume of tasks and activities using well-developed organization/planning skills; and attention to detail, initiative/self-starting, flexibility/adaptability required.

IV. Essential Functions:

Serve as the administrative assistant to the Vice President of Instruction and Economic Development and Vice President of Administration. This position performs a wide variety of administrative support services, ranging from complex to routine, all of which contribute to the efficient and professional operation of the Office of the Vice President of Instruction and Economic Development & Vice President of Administration. It is expected that the administrative assistant has a genuine appreciation and understanding of college policy, discretion and professionalism, is able to accept and assume responsibility, and has the ability to interpret and make decisions in accordance with college policy and procedures.



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.V. Job Responsibilities:

- Promote and support the college's core values.
- Manage Vice Presidents calendar in Office 365 SharePoint site.
- Proactively create and maintain effective communication with the use of college technology (i.e. Office 365) to accomplish the work of the Vice President's which includes the handling of a variety of projects and tasks simultaneously.
- Respond to phone, email, and in-person inquiries-providing general information and referring inquiries to appropriate sources based on broad knowledge of the College's priorities, procedures, protocols and personnel.
- Provide support to committees which are chaired by the Vice Presidents by attending meetings to record meeting minutes, typing and distributing minutes, drafting agendas, preparing agenda packets and arranging meeting dates/times/rooms, contacting participants, and following-up on items as needed.
- Maintain confidentiality, tact, and respect at all times.
- Process requisitions for the Vice Presidents which include travel and purchases.
- Work on collaboration with the Presidents Administrative Assistant for all conference travel and provide Vice Presidents with folder of all pertinent information prior to the departure date.
- Perform other related duties as assigned by the Vice Presidents.

VI. Other Responsibilities:

VII. Travel Requirements:

May travel to other CBC sites or offsite locations for college functions, meetings, and trainings. Must have valid Texas driver's license.

VIII. Environment:

Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume.



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I have been presented with the job description for the position of:

Administrative Assistant

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature _____ Date _____