

Job Classification: Non-Exempt, Full-Time

Work Schedule: Monday – Friday, 8-5 (Event hours might vary schedule)

Compensation: Pay Grade 6 (\$10.95 - \$13.69)

Actual salary will be determined based on the candidate's experience and education.

Reporting Relationship: Dean of Student Services

Primary Accountabilities:

Performs a variety of administrative support functions for the student services office. Assists in planning commencement activities and ceremony. Coordinates student services events and processing of student data. Assists Dean of Student Services with student disciplinary procedures, departmental projects, and activities.

Major Duties:

- Processes registration forms and academic records such as, schedule changes, enrollment verification requests, transcripts, etc.
- Provides administrative assistant support to student services in all areas of responsibility.
- Performs general clerical duties including organizing, filing, shredding, and photocopying documents and files, etc. in an efficient manner.
- Serves as primary back up to the welcome desk to include answering the phone, responding to inquiries, giving directions, and providing information.
- Cross-trained to assist in other areas within the student services department. Particularly when the admission personnel are traveling.
- Initiates, processes, and tracks departmental forms such as requisitions, purchase orders, travel authorization forms, and maintains department calendar.
- Responsible for processing and overseeing continuing education enrollments
- Assists with student disciplinary process in accordance with the student code of conduct and due process procedures. Processes paperwork, organizes hearings, and maintains disciplinary files.
- Processes information into the student database system (EX). Including but not limited to student applications, personal information update forms, and scanning documents.
- Attends college meetings and serves on college committees.
- Maintains office supplies by ordering, purchasing, and charging items appropriately.
- Oversee work-study students engaged in student services activities.
- Establishes and maintains cooperative working relationships with all employees
- Executes assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

Qualifications:

- High School Diploma required; Associate's degree preferred or related work experience may be considered for equivalency.
- At least one (1) year experience in an office setting
- Thorough knowledge of principles of office management and of modern office procedures, systems and equipment.
 - Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various

situations.

- Knowledge of business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling.
- Ability to use independent judgment.
- Detailed-oriented with skills in proofreading materials and data entry to ensure accuracy.
- Ability to deal with internal and external customers in a tactful and courteous manner.
- Ability to devise or adopt office procedures to changing organizational needs.
- Ability to establish and maintain effective working relationships internally and externally.
- Experience with interpreting, applying and explaining laws, codes, rules, regulations, policies, and procedures.
- Strong computer and word processing skills, in particular experience with database systems, excel, word and other Microsoft Office computer applications.
- Communicate effectively both orally and in writing, type or input data accurately and at an acceptable rate of speed, and working knowledge of databases.
- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Understand and resolve complex issues, complaints or problems.
- Ability to work with individuals from diverse backgrounds.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of classified staff with a 90-day probationary period.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

- 1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
- 2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.**
- 3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they**

- witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
 5. All ‘offers of employment’ are subject to criminal background check prior to employment.

Employee Signature

Date

Supervisor Signature

Date