

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Assistant to the Campus/Center Manager	Classification: Non-exempt	LOCATION: TBD Work Designation: OS
MANAGER/REPORTS TO: Campus Manager	OVERTIME ELIGIBLE: [X] YES NO	# OF DIRECT REPORTS:

GENERAL STATEMENT OF RESPONSIBILITIES:

To assist in management of the day-to-day activities of a College campus/center, including the operations of the facilities, Campus/Center Office, Bookstore, fleet vehicles, security, safety and other operations.

ESSENTIAL FUNCTIONS:

Standard Expectations:

1. Assists in the management of campus activities and scheduling of facilities for College and community purposes.
2. Assists with payments for tuition, books, other fees, and requests. Receipts, deposits and reconciles College funds and submits appropriate documentation to the Business Office.
3. Assists customers and provides information or directs inquiries to the proper area or person.
4. Answers and processes telephone calls; routes messages to the appropriate person or department.
5. Assists with campus registration activities following College procedures.
6. Processes internal and external mail.
7. Assists in the coordination of transportation needs and schedules vehicles for faculty, staff and students.
8. Assists in ensuring vehicles assigned to the campus are serviced regularly, secured, and maintained in a clean condition.
9. Assists in training and supervising temporary employees and student employees.
10. Assists in monitoring campus safety and security.
11. Assists with campus office duties such as typing, filing, copying, and distributing reports.
12. Prepare class lists and assists with student notifications as needed.
13. Perform other duties as assigned by the Campus Manager.
14. Performs other duties as assigned

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff and the general public. Excellent intrapersonal skills.	Advanced

Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Basic
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without a reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hear or listen in the normal range (corrected) and speak and give directions clearly. Obtain a CPR Certification within 1 year of employment.	Basic

MINIMUM QUALIFICATIONS:

- Post high school courses or training appropriate for the position.
- One-year general or public relations experience.

PREFERRED QUALIFICATIONS:

- Associate's degree

BENEFITS:

Based on College Procedure employees may be eligible for up to:

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days Spring Break Leave
- 15-20 Days of Annual Leave (Depending on Service Length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long Term Disability Insurance