

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Administrative Assistant to Dean of Instructional Innovation	Classification: Non-Exempt	LOCATION: WMC Work Designation: OS
MANAGER/REPORTS TO: Dean of Instructional Innovation	OVERTIME ELIGIBLE: X YES ☐ NO	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

Northland Pioneer College seeks a dedicated individual committed to the mission, vision, and values of the College to serve as the Administrative Assistant to the Dean of Instructional Innovation. The Administrative Assistant is responsible for assuring the smooth and efficient operation of the Instructional Innovation Division. The Assistant must have a supportive relationship with students, faculty, staff, and the community. They must work effectively and efficiently while maintaining a high level of confidentiality.

ESSENTIAL FUNCTIONS:

1. Instructional Innovation Division:
 - a. Manages the day-to-day operations in the Division of Instructional Innovation (i.e. Dean calendar/schedule, phone, correspondence, travel, support tickets).
 - b. Receives phone calls, answers questions, and takes messages.
 - c. Maintains budget records (chart of accounts) and prepares reconciliation, distributes reconciliation to department leaders, and works with them to maintain and correct budget issues, including preparing budget transfer forms and general ledger request forms as needed.
 - d. Processes and tracks: permissions requests, travel requests, performance reviews, petitions, professional development, personnel requisitions, committee recommendations, adjustments, agreements, transfers, contracts, program reviews, teach-out plans, and reimbursements.
 - e. Prepares requisitions, repair requests, temp pre-enrollment data sheets, inventory of division assets, instructional division pay forms, tuition, and media fee waiver, time and effort certification, ISW certification, key request form, and other forms as needed.
 - f. Assists with coordinating, inputting, and editing semester course schedules. Coordinates academic scheduling with the Dean of Instructional Innovation such as the Academic Calendar.
 - g. Assists with survey responses related to the Eligible Training Provider list.
2. Instructional Council:
 - a. Provides administrative support for Instructional Council (IC), including, but not limited to:
 - i. Attends all meetings
 - ii. Takes extensive meeting minutes and tracks task lists.
 - iii. Maintains IC SharePoint pages, archiving files each year, creating new files at the beginning of each academic year, converting documents to PDF format upon archival.
 - iv. Prepare all IC documents including, but not limited to:
 1. IC Calendar
 2. IC and IC subcommittee membership
 3. IC subcommittee charges and composition
 4. IC Duties and Responsibilities
 5. Other documents as directed by the Instructional Council Chair
3. Performs related duties as assigned.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Communication	Ability to effectively communicate with students and colleagues. Ability to communicate soundly orally and in writing. Ability to efficiently and effectively record and transcribe meeting minutes.	Advanced
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), SLACK, and various other Microsoft 365 programs.	Basic
Office Management	Ability to effectively manage an office, with sound workflow processes.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Trust	Ability to inspire and uphold trust.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Advanced
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Advanced
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 reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions.	Basic

MINIMUM QUALIFICATIONS:

- Associate's Degree
- Three years of office experience (some at an educational institution)
- Valid driver's license

PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Three years of educational office experience

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 of Spring Break Leave
- 10-20 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