

## POSITION DESCRIPTION

**POSITION:** Administrative Assistant  
**POSITION NUMBER:** 0301  
**PAY GRADE:** NE6  
**FLSA STATUS:** Non-Exempt  
**DEPARTMENT:** **(1) position in each department:** All Satellite Instructional Sites, Entrepreneurial Center, Finance Office, Information Technology, Innovation Center, Maintenance & Operations, Nursing Program, Student Services, Student Transportation, Undergraduate Studies, Veterinary Technology, Office of VP of Operations.

**REPORTS TO:** Department Head/Dean/Director

### JOB PURPOSE:

Performs a variety of clerical and secretarial duties in a department or location. Assists and directs visitors, and resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports, and prepares a range of administrative documents.

*This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.*

### JOB DUTIES & RESPONSIBILITIES:

- Serves as the first point of contact for the department.
- Welcomes visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly; receives, sorts, logs, and routes mail.
- Arranges travel, prepares and submits travel-related documents, and maintains travel information as necessary.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, work orders, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Coordinate and input purchase requisitions for department. Gather all necessary documents for PR's and ensures copies for department and business office are submitted.
- Acts as primary liaison for department with students, staff, faculty, and outside constituents.
- Assist Supervisor in processing timesheets to payroll.
- May assist student organizations with administrative support.

- Schedules workshops, instructors, and rooms; assists instructors with course setup and other training requirements.
- Produces or coordinates the production of material required by department.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Maintains financial records; processes accounts payable, purchasing, book orders, and travel documents.
- Schedules department events and activities; classroom schedules, manages departmental or manager's calendar.
- Attends meetings and takes minutes as requested.
- Establishes and maintains an effective filing and retrieval system.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Photocopies, collates, distributes, and files documents.
- Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
- Maintains inventory of office supplies.
- Maintains confidentiality of all privileged information.
- May provide guidance to work study students and tutors.
- Performs other duties as assigned.

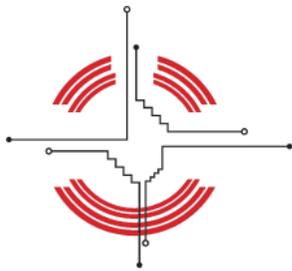
**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associates Degree in Business, Administration or related field.
- Three year administrative, customer service or secretarial experience.
- Administrative Assistant certificate preferred.
- Valid state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

***The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.***

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of planning and scheduling techniques.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Organizing and coordinating skills.
- Database and records management skills.
- Ability to create, compose, and edit written materials.
- Ability to make administrative/procedural decisions and judgments.
- Ability to gather data, compile information, and prepare reports.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.



- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate effectively in the Navajo and English language.
- Ability to work as a team member in a structured working environment.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee may be required to sit for prolonged periods, walk and stand.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and/or move up to 15 pounds.

**WORK ENVIRONMENT**

- Work is generally performed in office setting.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.