



Success Education Colleges

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

Administrative Assistant oversees and manages office procedures and other tasks as assigned by their Supervisor.

JOB DUTIES:

NOTE: The job duties listed are typical examples of the work performed in this job classification. Not all duties assigned to every position are included.

- Oversee all aspects of general office coordination within your department.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of student, staff, and faculty information.
- Interact with students, prospective student, staff, and faculty.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing, and filing.
- File and retrieve organizational documents, records and reports.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data, and prepare papers for consideration and presentation to the President, CFO, and Leadership Team.
- Set up and coordinate meetings and conferences.
- Prepare minutes and agendas for meetings.
- Attend meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Support staff and faculty in assigned project based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as commencement and student appreciation day.
- Assist with overall maintenance of the organization and its offices.
- Other duties as assigned by the Supervisor.



KNOWLEDGE, SKILLS, AND ABILITIES:

- Computer literate.
- Good writing, analytical and problem solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to communicate effectively.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
- Ability to follow oral and written instructions.

MINIMUM ENTRY REQUIREMENTS

- At least three (3) years experience in general office responsibilities and procedures.
- Must be computer literate.
- Knowledge of principles and practices of basic office management and organization.
- Ability to work well either alone or as part of a team.