

## ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT FOR STUDENT LEARNING

Reports to: Vice President of Student Learning  
Classification: Full-time, 12 month Employee  
Pay Status: Hourly, Non-exempt, Level V  
Fringe Benefit per Board Policy  
Minimum Starting Salary: \$16.00  
Revised: May 2024

This position reports to the Vice President for Student Learning. Duties include, but are not limited to:

### Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### Duties and Responsibilities

1. Be familiar with college academic/student policies and procedures.
2. Make appointments, travel arrangements, prepare requisitions and travel requests, and schedule meetings for the Vice President.
3. Handle routine matters relating to the daily operation of the office including processing various forms to appropriate offices for approval.
4. Be responsible for maintaining program and course inventory and submitting new approved courses to the Kansas Board of Regents for evaluation and articulation.
5. Transcribe notes, prepare correspondence, and maintain an effective and efficient filing system.
6. Assist the Vice President in coordinating work between other academic offices on and off campus.
7. Attend general faculty, divisional, and other designated meetings, as requested by the Vice President, to record and circulate minutes.
8. Supervise and hire students for work-study positions (if applicable) in Vice President's office.
9. Maintain and update the College Catalog.
10. Assist the Vice President with formatting of strategic plan components.
11. Assist with tracking and submission of faculty professional development requests, approvals, and requirements per policy and PEA agreement. Additionally, communicate annually with faculty members regarding their professional development status.
12. Assist with monitoring VPSL budgets, including related grants such as Perkins, and associated reports and training.
13. Assist with revisions to the Educational Master Plan and other reports and projects as assigned by the Vice President.
14. Send out Vice President honor roll letters.
15. Maintain Workforce Investment Act (WIA) program reports and web updates.
16. Assist with the Academic Awards ceremony each spring for both campuses.
17. Assist the Vice President with maintaining the academic calendar.
18. Serve as backup to the copy center.
19. Be responsible for posting announcements on *myNeosho* as needed.
20. Maintain the evaluation schedules for full and part-time instructors.
21. Assist the Vice President with inservice planning and activities.

22. Prepare surveys using SurveyMonkey for entire campus.
23. Assist the Vice President with management of Title IX training.
24. Assist the Vice President with the preparation of Perkins grant reports/forms.
25. Keep appropriate records updated monthly based on Board of Trustee action.
26. Perform other duties as requested or assigned by the Vice President.

### **Required Knowledge, Skills and Abilities**

1. Ability to manage a high level of responsibilities and complicated tasks.
2. Confidentiality is required.
3. Ability to communicate effectively with all constituents.
4. Advanced computer skills, specifically with Microsoft Outlook, Excel, Word, Access, and others.
5. Ability to work independently.

### **Education and Experience**

1. Bachelors preferred, preferably in the area of responsibility.
2. Associates degree required, and/or specialized skills required; **AND** 3 years of experience required, preferably in area of responsibilities.
3. OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required.

### **Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.

### **Application**

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Administrative Assistant to Vice President for Student Learning, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers](http://www.neosho.edu/careers). Review of applications begins upon receipt.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>