

Specialist, CE Business Operations

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 203500

Job Series/Job Family: Workforce Education & Business Development Series / C.E. Business Operations Family

Reports To

Director of Continuing Education Business Operations

Job Purpose

To provide clerical and administrative support for the Continuing Education Department and HBC building operations.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Performs administrative duties for the department in support of faculty, staff, and/or student efforts, including examining and answering correspondence, processing and prioritizing office communications, processing mail, duplication, answering the telephone and email, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
2. Prepares and reviews contracts for the department; researches and resolves financial and billing issues and serves as a liaison with outside vendors and contractors.
3. Ensures that Continuing Education instructor payroll is processed in a timely manner and recorded or filed as appropriate. Processes Continuing Education instructor personnel information for hiring.
4. Gathers, compiles and enters data, producing and proofing, routine and specialized reports, schedules and documents.
5. Reviews and approves the reconciliation of accounting records; prepares financial budget reports for internal purposes; serves as a liaison between the other departments in the college in the request of personnel and financial requests.
6. Develops, implements and maintains appropriate policies and procedures for Continuing Education instructor payroll and department purchases.
7. May serve as a technical resource for computer hardware and software and other office equipment such as copiers and fax machines.
8. May be assigned responsibility for special projects and events such as assigning classes, scheduling rooms, compiling information packets, issuing ID cards and parking permits.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Office procedures and practices.
- Basic accounting and bookkeeping procedures.
- Customer service techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Understanding and following instructions precisely.
- Interacting effectively with diverse groups of people.
- Exercising tact and discretion.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Entering data, maintaining files, and performing other clerical duties.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency at an intermediate level using standard office software applications, in addition to web and publishing software.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Three years clerical, office or related work experience.

Preferred

- Experience working with students, staff and faculty in a higher education setting. Previous customer service experience.

Education

Required

- Associate's degree or equivalent.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.