

**Office of Continuing Education
Administrative Assistant**

Position Summary: The administrative assistant will perform administrative activities -- Performing day-to-day administrative tasks such as maintaining information files, processing paperwork, and data input of C.E.U.s, supervision, and training student workers. The administrative assistant will also be responsible for certain events and non-credit programming for the Office of Continuing Education as assigned by the Director of Continuing Education.

Essential Functions: Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data input of C.E.U.s, designing forms, and other office procedures and terminology. Assist Director of Continuing Education and the Program Coordinator with all OCED programming, which may include, but not limited to, Community Benefit Conferences, Senior Adult Programming, Summer Youth and Sports Camps, Test Review Courses, Reality Therapy Programming, Real Estate Credit Courses, Continuing Education Units, and PACE Courses.

Other Responsibilities: Work as a team member of the Office of Continuing Education to assure that the mission and goals of the Office of Continuing Education are carried forward to include supplementary support of program offerings, which are the direct responsibility of other members of the Office.

Education, Experience and Skills Required:

- An associate degree. A B.S. Degree in Business, Marketing, or Adult/Continuing Education or related field is preferred.
- The successful candidate must have superior written and verbal communication skills.
- Working knowledge of Microsoft Office software is required.

Report to: Director of Continuing Education

FSLA Exempt: Non-exempt