

*Carrington College*  
Job Description

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**Job Title:** Administrative Assistant-Campus

**Department:** Administration

**Reports to:** Assistant Director of Enrollment Services / Campus Director

**Classification:** Non-exempt

**Summary:** The Administrative Assistant for assigned campus(es) performs a variety of administrative support activities of a very responsible, difficult and often confidential nature.

**Essential Duties and Responsibilities:**

- Provides first point of contact for all individuals entering the College. Greets all individuals promptly and professionally.
- Answer telephones, transfer calls and convey messages
- Provide superior customer service over the phone and in person
- Provide administrative support to other departments as needed
- Maintains cleanliness and organization at the reception area/lobby
- Proofread records or forms
- Completes assigned reports
- Assist with orientation and prepares student badges
- Coordinate and arrange meetings, prepares agendas, reserves and prepares facilities. Photocopy, collate and distribute correspondence, articles, reports, bulletins, etc.
- Develop and maintain department filing systems
- Coordinate manager's schedule and make appointments for other personnel on campus
- Order and maintain supplies, and arrange equipment maintenance
- Resolves questions and issues
- Submit Work Orders
- Collect, sort and distribute mail
- Assists with campus event planning, ordering supplies, catering, food, invitations, etc.
- Supports the Enrollment Services and Student Finance Departments and Reporting.
- Coordinates all Campus Accounting functions including all invoices and payments. Reports to the Campus Director for these functions.
- Administrative liaison between Campus and Corporate Administrative Offices.
- Performs other duties as assigned.

**Supervisory Responsibilities:** This job does not have direct reports.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

**Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

## **Job Competencies**

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Time Management – Prioritizes tasks and manages time to ensure that deadlines are met; plans time and sticks to those plans; prevents or manages interruptions until the highest priority tasks are accomplished.

Work Ethic – Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts priority on the needs of the organization or the needs of its customers.

Quality of Work – Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associates Degree preferred. Five years related experience and/or training; or equivalent combination of education and experience. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, transcribe minutes; ability to effectively present information in one-on-one and small group situations to employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardize situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, Outlook and payroll software.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.