



## Administrative Assistant IV

Are you ready to join a team committed to student success and making a difference in the lives of others? Arizona Western College is seeking an Administrative Assistant IV to support the Student Services Advisement and Student Success area. This role offers the opportunity to contribute to a collaborative environment, provide exceptional service, and support initiatives that help students achieve their educational goals. If you are organized, proactive, and passionate about serving students and the college community, we invite you to apply and become part of the AWC team.

### Salary:

\$21.81– \$23.12 per year, depending on experience.

### Summary of Function:

Administrative Assistant IV oversees and directs the administrative support of the department, providing the highest level of administrative and clerical support and independent judgement and discretion. Support the Dean of Advising and Student Success, as well as the Executive Vice President's Office (EVPO) and the Curriculum Office at times.

### Typical Duties:

- Serves Students. Liaison to all areas of the college acts on behalf of the Department by exercising judgement and discretion in all confidential matters of significance. Supports all student requests and addresses concerns. Budget management includes reviewing, maintaining and transferring for Department(s). Calendar, schedule, and coordinate meetings and appointments for the supervisor. Sets up appointments for the staff. Cancel and resets appointment for supervisor. Take notes at meetings, department, division, committee or external meetings. Drafts and edits division job descriptions. Create and formats PowerPoint presentation with content provided by the supervisor. Creates travel arrangements for supervisor, department members.
- Purchasing, order supplies for office and staff. Creates requisitions, and review invoices, p-cards, and or Travel card monthly reconciliation duties. Events: creates facilities requests, set up events creates marketing materials. Assist in room reservations for Executive Vice President office and Department. Research and verify information for program reports and special projects.
- Oversee the front desk/area by answering phones, responding to inquiries in person, emails, and other forms of communication. Provides coverage for others while out of the office. Directs customers to various locations on campus. Provides detailed information for community. Directs students and answers inquiries.
- Engages in special projects as directed by the Executive Vice President. Reviews and responds to student submissions in reporting software and works with Executive Vice President's Office (EVPO) and faculty to respond to student submissions. Assist with travel for the EVPO, along with other duties assigned.
- Supports the Centralized Scheduling, Assessment, Curriculum, and Special Projects Office with budget, travel, purchases and other duties assigned.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

### Required Qualifications:

- Associate degree
- Four (4) years' of clerical experience
- Or
- High school diploma with six (6) years' experience

### Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

### Classification:

- Non-Exempt

**Position Type & Work Schedule:**

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00am-5:00pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

**Knowledge, Skills, and Abilities:**

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill and ability to navigate institutional platforms such as SAAS, Ellucian, CRM, Canvas
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to coordinate logistics for large-scale events, ensuring all stakeholders are aligned and deadlines are met
- Ability to be flexible and supportive, positively and proactively assimilate changes in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to adapt to a dynamic workload and demands
- Ability to accurately interpret and triage student inquiries for the Dean and Department
- Ability to generate reports and ensure the Dean has real-time data for strategic decision making
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

**Work Environment:**

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs
- Must be able to perform duties in a variety of weather conditions
- Indoor athletic venues and locations for athletic events, such as practice and games, possible high noise level
- Outdoor athletic venues and locations for athletic events, such as practice and games, subject to different weather and possible high noise level

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles
- Must be able to navigate various departments of the organization's physical premises

**Travel:**

- May be required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs

**Note:**

- Location: Yuma Campus
  - Benefits Eligible
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**APPLICATION PROCEDURE:**

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts (Degree based qualifications must be verified by submission of unofficial transcripts)

**ADDITIONAL DETAILS:**

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
  - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
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**ADDRESS INQUIRIES TO:**

Arizona Western College

Human Resources

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