



Administrative Assistant to the Executive Director and Dean of CTE and Nursing

Play a key role at Arizona Western College supporting the Executive Director and Dean of CTE and Nursing. As a trusted partner, you'll manage priorities, coordinate complex schedules, and handle sensitive information to keep operations running smoothly. If you're an organized, proactive problem-solver who thrives in a fast-paced environment, we invite you to apply and help support student success and institutional excellence.

Salary:

\$23.12– \$24.51 per hour, depending on experience.

Summary of Function:

Provides administrative support to the Executive Director and Dean of CTE and Nursing.

Typical Duties:

- Serves Students. Supports the Executive Director and Dean of CTE and Nursing in the implementation of projects, budgeting, managing, and scheduling daily work routines, meetings, priorities, and appointments. Opens, sorts, and distributes daily mail. Maintains routine and confidential files.
- Oversees the department as the Administrative Assistant. Supervises the work of others, including hiring, training, and performance evaluations. Liaison to all areas of the college acts on behalf of the department by exercising judgment and discretion in all confidential matters of significance. May perform duties related to confidential student conduct concerns, assisting the Executive Director and Dean of CTE with student conduct.
- Schedules all appointments and calendaring for the supervisor. Reminds supervisor of meeting times. Sets up appointments for other staff in the department. Cancels and resets appointments.
- Assist the Dean in developing grant proposals, collection, reviews, and equipment tracking as it relates to grants.
- Orders supplies for the office and staff. Creates requisitions and reviews invoices, P-cards, and/or Travel cardholders with monthly reconciliation duties. Creates and completes all aspects of travel arrangements for the supervisor and division/department. Creates and manages budget reports. Assists the supervisor in developing grant proposals, collecting, reviewing, and equipment tracking. Maintains documentation for grant projects.
- Processes load sheets for division faculty. Assists the Executive Director and Dean of CTE and Nursing, Lead Program Directors, and administrative staff with class schedules and class changes. Schedules facilities, classrooms, and equipment.
- Takes notes at department, division, committee, councils, or external meetings. Runs report. Drafts and edits division job descriptions. Creates and formats PowerPoint presentations with content provided by the supervisor.
- Lead committees. Acts as a mentor to new administrative assistant employees. Leads the Team to perform at the highest level, and creates professional growth opportunities for the Team.
- Researches and verifies information for program reports and special projects. Maintains the department website.
- Composes, edits, types, and proofs correspondence, reports, memos, and other documents as assigned. Takes and transcribes minutes of department and advisory meetings.
- Planning and facilitating events; creating facilities requests; creating marketing materials and marketing requests.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Associate's degree in business or related field with 4 years of increasingly responsible clerical experience
- Microsoft Office skills with the use of a computer to organize work; email, calendaring, and project work
- An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered

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, 7:00 am-5:00 pm
- 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
- Knowledge of supervisory principles, practices, and techniques
- 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 in performing a variety of duties, often changing from one task to another of a different nature
- 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 be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- 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

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

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

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

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