



Administrative Assistant IV (CTE Programs)

Join Arizona Western College's Entrepreneurial, College, and Career & Technical Education team as an Administrative Assistant IV. Oversee high-level administrative functions, support leadership, and ensure smooth operations while mentoring staff and supporting student success. Be part of a team that makes an impact every day—help shape the student experience and drive excellence across our programs!

Salary:

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

Summary of Function:

The Administrative Assistant IV oversees and directs the administrative support of the department, providing the second-highest level of administrative and clerical support. The position is the fourth level in the Administrative Support family.

Typical Duties:

- Serves Students. Oversees the division/department as the Administrative Assistant IV. Supervises the work of others, including hiring, training, performance evaluations, and professional growth. Liaison to all areas of the college, acts on behalf of the Department by exercising judgement and discretion in all confidential matters of significance. May perform duties related to confidential student conduct concerns, assisting the Dean with student conduct.
- Calendar; 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. Creates travel arrangements for the supervisor and other department members. Supports the Dean and Program Directors in the implementation of projects, managing daily work routines, meetings, priorities, appointments, and maintaining digital files.
- Purchasing: Orders supplies for the office and staff. Creates requisitions, reviews invoices, P-card, and/or Travel card holder with monthly reconciliation duties. Completes all aspects of travel for the supervisor and division/department. Creates travel documents for the supervisor and other department members. Creates and manages budget reports. Assists the supervisor in writing and submitting grant applications, narrative reports, and performance improvement plans. Assists the supervisor in developing a grant proposal, collecting, reviewing, and tracking equipment. Maintains documentation for grant projects. Assists division staff with class schedules, changes, and load sheets. May order books.
- Maintains student application and permanent record files; prepares student records for archives by boxing them and preparing lists of contents for reference; maintains an accurate, permanent record for each student. Abides by AZ State guidance, standards, and statutes for record-keeping.
- Takes notes at meetings; department, division, committee, councils, or external meetings. Sorts mail and distributes mail daily. Runs reports. Drafts and edits division job descriptions. Creates and formats PowerPoint presentations with content provided by the supervisor.
- Ensures any student service issues are effectively managed to a successful resolution using Maxient. Provides a clear and customer-focused summary of the issue resolution to all relevant staff and, if appropriate, to any external parties.
- Lead committees. Acts as a mentor to new administrative assistant employees. Leads the team to perform at the highest level, creates professional growth opportunities for the Team.
- Oversee the front desk/area by answering phones, responding to inquiries in person, via email, 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 customers. Supply program information. Directs students, answers inquiries.
- Events: creates facilities request, sets up events creates marketing materials. Reserve rooms. Researches and verifies information for program reports and special projects.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Associate's degree with 4 years of increasingly responsible clerical experience,

OR
- High school diploma or equivalent with 6 years of increasingly responsible clerical experience,

OR
- High school diploma or equivalent with 4 years of experience in performing duties related to those outlined within the essential function of the role and 2 years of supervisory experience
- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position.
- 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
- 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 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, community contacts 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 25 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles

Travel:

- 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:

- 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
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