



**Position Title:** General Administrative Assistant

**Reports to:** Campus Dean (South Campus)

**Classification:** Non-Exempt

**WC Code:** 8868

**Position Type:** Fifth Level Administrator

**Major Responsibilities:** Helps maintain an efficient office environment. This position will provide administrative, secretarial and clerical support to various campus offices. Maintain a complete knowledge of basic office procedures and is in charge of the use and operation of the copy and fax machines.

### **Specific Duties and Responsibilities**

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process
2. Answer phones and transfer to the appropriate staff member
3. Uses proper behavior and language in dealing with people that is appropriate to the workplace exemplifying a courteous and friendly manner.
4. Greet public and clients and direct them to the correct staff member
5. Receive, sort and distribute incoming mail
6. Coordinate the coverage of the reception area to ensure proper handling at all times
7. Faxing, scanning and copying of documents
8. Receives visitors and potential enrollment appointments, and refers them to their proper destination ensuring established guidelines/procedures are followed
9. Notify all active students of any late payments and any late payment charges incurred and ensure collection of funds
10. Assist with the billing, receivables, and cashier functions of the campus
11. Assist with monitoring, identifying, and placing student graduates who are employed or continuing with their education
12. Assist with completing students' registration process
13. Ensure office equipment is properly maintained and serviced
14. Perform work related errands as requested such as going to the post office and bank
15. Supports placement test (TABE and ESL) and maintains the student academic file with the required documentation

16. Distributes, collects and files Final Grades Roster from faculty and ensures that students' records are kept according to FNU policy
17. Support and participate in University Commencement Ceremonies
18. Responds to communications (email/voicemail) on a daily basis
19. Performs other duties as assigned

### **Education and Experience**

- Associates Degree and previous office experience preferred.
- Competent computer skills including MS Office or equivalent

### **Key Competencies**

- Numerical, literacy, organization and planning skills
- Work management and prioritizing skills
- Verbal and written communication skills
- Problem solving ability, attention to detail
- Accuracy, flexibility, reliability, teamwork

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you wish to apply for this position, please click on the link below to go to the FNU Career Center:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>