



Date: October 7, 2016
Title of Position: Administrative Assistant I
Salary: Per AFSCME Contract: Grade 15, \$792.54/week @ Step 1
Effective: December 2016

Responsibilities and Qualifications: (Please see the attached Commonwealth of Massachusetts Human Resources Division Administrative Assistant Series Classification Specification and Position Description/Form 30 for more detailed information.)

Responsibilities: Provide administrative support for 5 Counselors in a high traffic, busy office offering specialized services. Respond to inquiries, schedule meetings, appointments and events, and make all arrangements for student testing. Maintain highly confidential files & records. Patiently interact with students with diverse needs. Make determinations of student needs and triage for crisis situation intervention.

Qualifications: Applicants must have at least two years of full-time, or equivalent part-time, experience in office administration including records and program management; or any equivalent combination of the required experience and the substitutions as indicated for an Administrative Assistant I on the Administrative Assistant Series Class Specification. Strong computer skills with familiarity of databases, spreadsheets and compiling data for record keeping/reporting.

Additional information: Source of Funding: State funded
Area of Assignment*: Student Affairs
Supervisor*: Personal Counselor
Shift*: Monday through Friday, 8:00 am – 4:00 pm
Days Off*: Saturday and Sunday

MCCC AFSCME DCE Non-Unit Full-time Part-Time

*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu (Internal candidates: Attach updated resume to in-house application form located in Human Resources).

Application Closing Date: **October 24, 2016** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.



**Position Description, Form 30
Commonwealth of Massachusetts**

Position Title: Administrative Assistant I **Department:** Student Development
Job Group
Functional Title (optional)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: Provide administrative support for 5 Counselors in a high traffic, busy office offering specialized services. Respond to inquiries, schedule meetings, appointments and events, and make all arrangements for student testing. Maintain highly confidential files & records. Patiently interact with students with diverse needs. Make determinations of student needs and triage for crisis situation intervention.

SUPERVISION RECEIVED (Name and title of person from whom incumbent receives direction)
General supervision by Lisa Mattila, LMHC, Personal Counselor, which provides procedure/policy guidance and yearly performance review.

SUPERVISION EXERCISED (Number and titles of positions directly supervised by incumbent)
Supervisory responsibility with work-study students as needed

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

Overall

- Maintain, review, update and complete brochures
- Inventory and order office supplies
- Process travel vouchers, purchase requisitions and check requests
- Process facility use paperwork
- Sort and distribute mail
- Create forms and flyers
- Interact with students, staff, faculty and public
- Assist with correspondence for students, staff, faculty and public
- Monitor expenses and provide budgetary information to counselors through web advisor
- Exercise good judgement and discretion handling confidential information
- Copy, scan and fax documents
- Provide clerical assistance for counselors and their special projects as requested

Disability Services

- Explain accommodations and testing procedures
- Process and file accommodation paperwork
- Schedule student testing and proctor for integrity
- Learn specialized software, equipment and technology
- Provide technical assistance to students
- Email and phone faculty concerning tests
- Sensitively interact with students with diverse needs
- Maintain disability student records, files, and statistical database for reporting purposes
- Follow American Disabilities Act procedures for maintaining and destroying confidential documents
- Help coordinate and/or participate with special events
- Prepare contracts for staff and vendors
- Triage students for possible crisis situations
- Help coordinate and/or participate with special events
- Follow state procedures for maintaining and destroying confidential documents

