INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

LOCATION: Kight Center, Main Campus – Fort Pierce, FL

SUPERVISOR: José Farinos, Dean of Advanced Technology

VICE PRESIDENT: Alan Roberts, Ed.D., Vice President of Applied Science and Technology

CLASSIFICATION: Part Time Support

SUPERVISORY: No

FLSA STATUS: Non-Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Microsoft Office Specialist Certification at the Expert or Master level
  - Portfolio of Microsoft Office projects
- Ability to function as a productive team member
- Excellent written and verbal communications skills
- Ability to prioritize work responsibilities
- Ability to work with minimal supervision
- Organizational, interpersonal, and management skills
- Ability to handle diverse situations with varying deadlines
- Ability to multi-task and manage multiple projects at once
- General knowledge of related computer software with the ability to access data in a mainframe computer system
- Ability to interact professionally and politely with the public
- An Associate’s Degree is preferred

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- This person will assist the Principal Investigator in the day-to-day operations of the Southeast Center for Optics and Photonics Education and Training (SECOPET).

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to

1. Handling the logistics associated with SERCOPET meetings which include:
   a. Making travel arrangements for members
   b. Booking conference rooms, arranging for breakfast, lunch or dinner deliveries
   c. Reimbursement for members for their travel costs
2. Producing and distributing communication material such as flyers and newsletters to SERCOPET members
3. Ordering materials and supplies needed by the Center
4. Producing professional reports as needed
5. Completing other duties and responsibilities as assigned.
ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This position description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

________________________________  ______________________________________  _____________
Applicant/Employee Printed Name    Applicant/Employee Signature    Date