

Assistant to the Director of Campus Activities Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: TC3 Grade of K

Approved: 4

Revised: 5/91; 5/13

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York registered two-year college or university with an associated degree **AND** two years of full-time paid (or the equivalent of part-time and/or volunteer) experience which must have been in a responsible office management position; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time (or the equivalent part-time and/or volunteer) experience in a responsible office management position; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The position has responsibility for performing various tasks and activities of a complex nature involving administrative and clerical support in the areas of Campus Activities and Conference Coordination. Additionally, the position calls for the incumbent to recommend policies and procedures for use by both departments as well as the Faculty Student Association of Tompkins Cortland Community College, Inc. The position involves creativity in marketing both the facility and co-curricular activities and programs. The work is performed under the general supervision of the Director of Campus Activities with considerable leeway allowed for the exercise of independent judgment in applying policies and procedures of the Department, College and Faculty Student Association of Tompkins Cortland Community College, Inc. Supervision is exercised over student assistants as well as a wide range of volunteers. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation of policies and procedures for the administration of the Department and Faculty Student Association of Tompkins Cortland Community College, Inc;
Assists the Director in matters related to administration, budget control, college procedures and student organizations;
Makes budget studies and assists in the preparation of the total departmental budget and Faculty Student association of Tompkins Cortland Community College, Inc. ;
Maintains financial records of the Department and Faculty Student Association of Tompkins Cortland Community College, Inc. ;
Reviews periodic expenditures reports to monitor line items and recommends money transfers between accounts or refers problems to Supervisor as appropriate;
Participates in administrative functions of the College and represents the Department at professional meetings on and off campus;
Interprets college bulletins, directives and other materials within the areas of responsibility and develops procedures to implement;
Trains student assistance and volunteers;
Assigns work and furnishes guidance to student assistants and volunteers;
Prepares and maintains public relations materials as required within the areas of responsibility, such items can include the Student Handbook, press releases and newsletters, semester announcement calendars and graphic visualizations;
Makes feasibility studies of Department and Faculty Student Association of Tompkins Cortland Community College, Inc. ;
Develops systems and formats for accumulating information and prepares summaries for a variety of reports;
Receives and reads all mail addressed to department;
When necessary, prepares correspondence, reports, and other documents using a personal computer and kroy system;
Maintains departmental files and directs the operation of the file system (both manual and computerized);
Willingness to work occasional evenings and weekends;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, budgeting, business arithmetic and English;
Thorough understanding and operational knowledge of departmental terminology, procedures, and equipment;
Good knowledge of the organization, functions, policies and regulations of the Community College, the Department and the Faculty Student Association of Tompkins Cortland Community College, Inc.;

- Ability to handle routine administrative details independently;
- Ability to train and supervise student assistant and volunteers;
- Ability to establish and maintain cooperative relations with other departments, community and student groups and individuals;
- Ability to compose letters, memoranda, reports and design graphic visualization;
- Ability to perform close details work involving considerable visual effort and strain;
- Good judgment in solving complex clerical and administrative problems;

Tact and courtesy are required traits.
The employee's physical condition shall be commensurate with the demands of the position.

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