

INSTRUCTIONAL TECHNOLOGY AND LEARNING RESOURCES ASSISTANT Tompkins County

Classification: Competitive

Approved: 0

MINIMUM QUALIFICATIONS:

(a.) Graduation from a regionally accredited or New York State registered two-year college or university with an Associates degree in office management, office technology or closely related field **AND** two years of full-time paid (or the equivalent part-time) office management or senior level clerical experience involving the substantial use of a typewriter, word processor or personal computer; **OR**

(b.) Graduation from high school or possession of a high school equivalency diploma and four years of full-time paid (or the equivalent part-time) office management or senior level clerical experience involving the substantial use of a typewriter, word processor or personal computer; **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:

This position involves responsibility for coordinating office management functions as well as providing general administrative support for the Associate Dean of Instructional Technology and Learning Resources and other staff in order to effectively carry out the mission of the ITLR division. Duties include, but are not limited to, maintaining operational data and complex budget information related to the operations of several departments; preparing data reports for analysis and fulfilling requirements of external agencies; managing division's paper and electronic files; drafting, proofing, and editing departmental correspondence and publications; preparing paperwork for authorization of all division work study and non-work study students; maintaining leave data reports and time cards for all division staff and student workers; as well as performing complex clerical operations such as calendar management, meetings and conference arrangements. The incumbent provides and coordinates support for the College Teaching Center Coordinator and Adjunct Coordinator with the assistance of the student workers or interns. The work is performed under the general supervision of the Associate Dean with wide leeway allowed for the exercise of independent judgment when performing the duties of the position. Supervision is exercised over the work of student work-study staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the Associate Dean with divisional planning, scheduling, and budgeting;
- Provides and coordinates administrative support for the College Teaching Center Coordinator, Adjunct Coordinator, and College Teaching Center Board;
- Communicates with other campus constituents on divisional matters and resolves routine administrative problems;
- Recommends policy and procedural changes to facilitate office operations and delivery of division services;
- Monitors expenditures to maintain budgetary control;
- Reviews periodic expenditure reports and transfers money among accounts or refers problems to Associate Dean for further action;
- Prepares and manages purchase order requisitions, including the securing of price quotes and the selection of specific items to be purchased; approves purchase orders for payment once supplies or items have been received or work completed;

- Coordinates the maintenance of divisional informational and budgetary files related to the operations of several departments;
- Drafts, proofreads, and edits divisional publications and correspondence;
- Responsible for adding, updating, and removing items on the Serials database and monitors expenses for renewals of Library serials and periodicals;
- Maintains subscription renewals for the College Teaching Center and other various campus departments;
- Maintains campus-wide cable television services and expenditures for other various campus departments;
- Coordinates teleconferencing and other special events with outside agencies as requested;
- Verifies division personnel attendance records;
- Reviews for accuracy all division leave data reports and time cards and resolves problems prior to forwarding to Associate Dean for signature;
- Assists division personnel in word processing, spreadsheet, and other software support;
- Assists Media Services clients when staff is unavailable;
- Maintains department printers and printing supplies as well as general office supplies;
- Participates in professional conferencing and training programs;
- Supervises the collection, tabulation, and analysis of statistical and financial data for internal and external compliance reports;
- Schedules meetings and appointments, fields and routes incoming phone calls and distributes departmental mail;
- Trains new employees in office policies and procedures;
- Coordinates and prepares paperwork for authorization of work study and non-work study students;
- Supervises student workers and assigns work and furnishes guidance to student assistants;
- Reviews for accuracy all student worker time cards and resolves problems prior to submitting to Financial Aid and Payroll;
- Performs related work necessary for the efficient execution of administrative functions of the division.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS REQUIRED:

- Thorough knowledge of current principles and practices of office administration, budgeting, business, arithmetic, and english;
- Thorough knowledge of office terminology, procedures and equipment;
- Good operational knowledge of word processing, spreadsheets, and groupware;
- Good knowledge of the principles and modern practices of account keeping and budget control;
- Thorough knowledge of practices and procedures of receiving storing and distribution of supplies and equipment;
- Ability to prepare and maintain a variety of records and reports;
- Ability to handle routine administrative details independently, including the composition of letters, memoranda and e-mails;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with other departments and outside agencies;
- Ability to perform close, detail work involving some visual effort and strain;
- Ability to train and supervise student workers;
- Excellent organizational and communications skills;
- Good judgment in solving complex clerical and administrative problems;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.