

POSITION DESCRIPTION

TITLE: Office Administrator/International Education - (Exempt)

Collective Bargaining – Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

Manages support and procurement functions for the Office of International Education. Performs complex duties including data entry, budget management, procurement, payroll management, and scheduling. Assists the Director and department staff with departmental programs. Must be well organized and possess good communication and budget management skills. Receives minimal supervision and exercises considerable independent discretion and judgment in all work areas. May handle confidential and sensitive issues. May supervise student employees. This position reports to the Director of International Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Performs a variety of complex and confidential administrative duties.
- Composes and types letters, reports, memoranda, etc., some of which may be of a confidential or sensitive nature.
- Maintains databases and compiles reports.
- Communicates with other staff, faculty, administrators, students, and the general public in person, by telephone or through written correspondence.
- Manages travel arrangements for international education office staff as necessary.
- Manages department budgets including procurement, payroll, and supply inventory. Maintains vendor files, procurement logs, and related records.
- Manages all international education programs budgets including procurement as well as processing payments in foreign currencies. Maintains vendor files, procurement logs, and related records.
- Prepares and purchases international health insurance for incoming and outgoing students.
- Provides regular analysis and projections for budget.
- Assists with arrangements and coordinating events and committee meetings as directed.

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- Opens, sorts, and routes mail. May sign in behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.
- Receives, screens, places, and directs both incoming and outgoing telephone calls. Maintains international education office calendar and shared folder.
- Answers initial student questions, assist with application processing, and contacting students as needed. Assists with coordinating shared international education mailbox and answering questions as possible.
- May serve on College and other professional committees.

MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED equivalency required; Associates Degree preferred; Work with data entry, spreadsheets, etc. Proficiency with Microsoft Office (Word, Excel, Publisher, etc.), Google products (Gmail, Google docs, etc.)
- Strong verbal and written communications skills. Good organizational skills.
- The ability to handle sensitive situations.
- Great customer service and ability to work with students, faculty, and staff.
- Experience working with budgets and processing payments preferably in an international context.
- Ability to multitask and work in a fast-paced environment.
- Experience: At least three years of full-time employment in the secretarial/administration field.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.