



Job Title: Administrative Assistant, Physical Plant **Department/Office:** Physical Plant

Pay: \$10.00/hr

Job Posting Date: 7/31/2018

Job Description:

Ensures smooth day-to-day operation of all office functions including but not limited to reception and customer service duties, record keeping, scheduling, and filing.

Requirements:

- Must be a current Casper College student, or high school senior attending Casper College Fall of 2018.
- Good academic standing, cumulative GPA of 2.75 or above.
- Be a degree-seeking student, all majors eligible.
- Knowledge of:
 - Casper College policies and procedures
 - Departmental and office policies and procedures
 - Office management principles
 - Customer service
 - Office equipment (Phone line, computer, Fax, Printer etc.)
- Ability to:
 - Communicate effectively verbally and in writing
 - Perform data entry
 - Work with accuracy and attention to detail

Essential Job Duties:

- Performs duties and maintains appropriate records pertaining to specific department functions.
- Schedules meetings, makes room and refreshment arrangements for projects and events.
- Collects, organizes, and reports appropriate data and related information; assists in the development of complex written materials.
- Develops schedules to ensure all activities are completed in a timely and secure manner.

- Performs routine office/receptionist duties including but not limited to correspondence, filing, telephone calls, calendar management, and client reception and service.
- Answers general public and Casper College customer inquiries and/or problems, refers to appropriate sources.
- Establishes and maintains a presence in the community; manages relationships with clients; assesses client needs.
- Implements and maintains various record-keeping systems concerning office operations and functions; performs data entry.
- Maintains budgets for the assigned departments; maintains accounting records.
- Manages and processes requisitions, petty cash purchases, client billing; maintains appropriate records.
- Performs a variety of other duties as assigned.

Desired Skills and Qualifications:

- Personable, enthusiastic, and professional
- Reliable and punctual
- Great communication skills – in person and over the phone and email
- Adaptability
- A positive attitude and commitment to teamwork
- Open-minded and able to engage with a diverse population
- Ability to be proactive, self-directed and solution focused
- Capacity to effectively manage time with multiple projects, priorities, and demands
- Desire to have fun and contribute towards a positive work environment

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal.

APPLICATION INSTRUCTIONS

Contact: Lynn Cook

Casper College Physical Plant (Building MA)

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