



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

814-230-9010  
814-313-7320 (fax)  
<https://regionalcollegepa.org>

**POSITION TITLE:** Administrative Assistant to Vice President for Academic and Student Affairs

**JOB TYPE:** Full-time

**LOCATION:** Warren, Pennsylvania

**DATE POSTED:** January 15, 2020

**PRIORITY DEADLINE:** January 31, 2020

**CLOSE DATE:** Open until filled

**JOB DESCRIPTION:** See page 2-4

**APPLICATION PROCESS:**

**SUBMIT:** Letter of interest, resume, and contact information for three references to:

Northern Pennsylvania Regional College  
Attn: Human Resources  
300 2<sup>nd</sup> Avenue, Suite 500  
Warren, PA 16365

**OR**

Email to [employment-hr@rrcnpa.org](mailto:employment-hr@rrcnpa.org) -- Include the position title in the subject line

**MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):**

PA Child Abuse History Clearance  
Pennsylvania Access to Criminal History Record Check  
Federal Criminal History Background Check  
Valid Driver's License

**For additional information, please call the NPRC Administrative Offices at 814-230-9010**

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## **JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant to Vice President for Academic and Student Affairs

**CLASSIFICATION:**    ☒ **EXEMPT (ANNUAL SALARY)**

**DIVISION:** Academics and Student Affairs

**DEPARTMENT:** Academics

**REPORTS TO:** Vice President for Academic and Student Affairs

**SUPERVISES:** n/a

### **MINIMUM REQUIREMENTS:**

- High School diploma with a minimum of five years' successful experience in an administrative support or associate degree or higher with three years' successful experience in administrative support
- Professional demeanor
- Very strong interpersonal skills to communicate effectively both in writing and verbally
- Exceptional organizational skills with the ability to multi-task
- Attention to detail and problem-solving skills
- Strong work ethic
- Ability to work collaboratively and thrive in a fast-paced environment
- Hold the highest level of professionalism with proven ability to handle confidential information with discretion
- Proficiency in Office 365 including Microsoft Office software programs, applications or tools (Word, Excel, Outlook, PowerPoint, internet use for research)
- Regular, predictable, full attendance is an essential function of the job
- Willingness to work the required schedule, work at the specific location required, and submit to a background investigation (to include past employment, education, and criminal history)

### **POSITION SUMMARY:**

This position reports to the Vice President for Academic and Student Affairs and functions as part of a team that manages an executive office through a collaborative, professional, and friendly work style. The successful candidate will be exceptionally organized, possess a strong work ethic, be highly collaborative, manage and prioritize multiple projects simultaneously, and hold the highest level of professionalism and discretion. Knowledge of student information systems and learning management systems used in higher education is preferable.

### **ESSENTIAL FUNCTIONS:**

- Maintain the VPASA's schedule and long-term management of meetings, projects, and priorities
- Schedule all meetings and travel, including prioritizing meetings and communicating all relevant details to participants for the Academic and Student Affairs Division
- Ensure the VPASA is prepared for upcoming appointments by gathering materials necessary for each meeting
- Track divisional budget spending and keep VPASA and directors informed

- Provide phone coverage, screening calls for appropriate handling. This includes handling service issues or complaints by directly managing or forwarding to the appropriate parties
- Review incoming correspondence, compose response letters, assist with emails, and other correspondence
- Assist the Academic unit with administrative support of projects and presentations as requested
- Maintain administrative record keeping systems and processes for departments served
- Maintain all necessary calendars, invitations, and meeting rooms
- Update and maintain organizational charts and distribution lists
- Liaise with the executive administrative assistant to the President to handle requests and queries from cabinet
- Order office supplies, verify invoices, and research new deals and suppliers
- Attend and keep minutes at the bi-weekly Academic Affairs meetings its subcommittees and ad hoc committees as required
- Prepare documents and reports for internal and external meetings
- Other duties and responsibilities as assigned

#### **CLEARANCE REQUIREMENTS:**

- PA Child Abuse History Clearance
- Pennsylvania Access to Criminal History Record Check
- Federal Criminal History Background Check
- Valid Driver's License

#### **PHYSICAL REQUIREMENTS:**

- The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Ability to read, communicate verbally and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines
- Standing, walking and sitting
- Use of hands to touch, handle, and feel; reach with hands and arms
- Must be able to occasionally lift and/or move up to 25lbs/12kg
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus

#### **WORKING CONDITIONS/WORK SCHEDULE:**

- Office Location: 4<sup>th</sup> and 5<sup>th</sup> floor of accessible building
- Work hours: 8:30 am to 5:00 pm, Monday thru Thursday; includes 1-hour lunch break  
8:30 am to 4:30 pm Friday; includes 1-hour lunch break

#### **TRAVEL REQUIREMENTS:**

- Infrequent travel may be required