GORDON COLLEGE
Position Description

Title: Administrative Assistant for the Associate Vice President for Technology & Operations

Function: Under the supervision of the Associate Vice President for Technology & Operations, provides administrative assistant services to assist the Associate Vice President for Technology & Operations in the achievement of assigned responsibilities and objectives specifically within the departments of the Center for Technology Services (Gordon’s IT Department), the Gordon Police department, and the Gordon Mailroom (and others as assigned).

Description of Duties and Tasks:

Essential Responsibilities – Associate VP:

1. Manages credit card receipts, travel reimbursements and other paperwork as needed to assist the Associate Vice President for Technology & Operations.
2. Responds to emails, schedules appointments, returns phone calls and provides other administrative assistant functions as required to support the Associate Vice President for Technology & Operations.
3. Prepares written correspondence, reports, proposals, drafts, and similar materials for the Associate Vice President for Technology & Operations; assures the accuracy and confidentiality of finished work.
4. Monitors budgets assigned to the Associate Vice President for Technology & Operations and makes all inquiries necessary to identify major charges and possible errors. Alerts Associate Vice President for Technology & Operations to any potential budget overruns. Works with the Controller’s office to transfer money between budgets and lines as directed and as necessary.
5. Provides limited support for VP for Finance & Business Development as needed.

Essential Responsibilities – Center for Technology Services (CTS):

1. Oversees and manages billing functions related to the campus printer & copier contract including identifying any problems or errors in bills received and properly charging all campus departments based on page/copy counts.
2. Ensures all CTS bills are properly requisitioned and paid, maintains historical records and communicates with the Controller’s office and the vendors as needed to ensure accuracy and timely posting of payments and processes all budget and journal transfers as needed to maintain accurate budgeting and accounting.
3. Maintains the CTS websites ensuring information is accurate and updated. Maintains communication with the campus Webmaster to ensure pages conform to campus standards.
4. Provides additional administrative assistant and clerical services as requested.
Essential Responsibilities – Gordon Police:

1. Ensures all Gordon Police orders are processed properly and bills are requisitioned and paid, maintains historical records and communicates with the Controller’s office and the vendors as needed to ensure accuracy and timely posting of payments and processes all budget and journal transfers as needed to maintain accurate budgeting and accounting.
2. Responds to emails, schedules appointments, returns phone calls and provides other administrative assistant functions as required to support the Command Staff in the Gordon Police Department.
3. Become trained and provide part-time Gordon Police Dispatch coverage and assist in training other dispatchers as needed.

Essential Responsibilities – Gordon Mailroom:

1. Ensures all Gordon Mailroom orders are processed properly and bills are requisitioned and paid, maintains historical records and communicates with the Controller’s office and the vendors as needed to ensure accuracy and timely posting of payments and processes all budget and journal transfers as needed to maintain accurate budgeting and accounting.
2. Helps Mailroom manager in processing chargebacks, accounting and other cost accounting functions as needed.
3. Become trained at running key functions of the Gordon mailroom during high-volume times as well as covering for vacations, sicknesses, etc. as needed.

Required Knowledge, Skills and Abilities:
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Soundly developed administrative assistant and clerical skills.
3. Excellent communication skills and ability to think quickly and clearly under pressure, including emergency situations.
4. Ability to thrive in a fast past environment with a wide variety of tasks and expectations while maintaining attention to detail and accuracy.
5. Advanced proficiency in use of computer software, specifically Microsoft Word, Excel, PowerPoint, and Outlook.
6. Appropriate financial and mathematical skills needed to balance the budget, pay bills, and properly charge other departments as necessary.

7. Administrative and problem-solving skills.

8. Ability to relate effectively to students, faculty, administration, staff and the public, maintaining appropriate confidentiality.

9. Strong written and oral communication skills.

10. Understands the philosophies and objectives of the College, especially as they relate to the Associate Vice President for Technology & Operations.

11. Willingness to work some non-traditional hours as needed, specifically related to the 24x7 nature of the Gordon Police Department and Saturday operations of the Mailroom.