POSITION ANNOUNCEMENT

Position:  Assistant to the Dean of Administration  
VSC Grade 10, Non-Bargaining Unit, Non- Exempt  
Part-Time (20 hr. /wk.), Monday – Friday, 8:00 a.m. - noon

Location:  Randolph Center campus

Compensation:  $13.14 hr. No benefits package associated with this position.

Responsibilities:  Coordinate and carry out a variety of key administrative support functions for the Dean of Administration and Executive Assistant to the President. Support and manage administrative processes and provide a wide range of information.
  • Assist with departmental budget planning and tracking, including prepare and maintain monthly reports and others as assigned.
  • Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources.
  • Assist with the maintenance of various written documents related to assigned functions, such as policy and procedure manuals and collective bargaining agreements, respond to request for information and address concerns or refer to supervisor.
  • Coordinate, initiate, prepare, process and/or monitor a variety of forms, records, schedules, reports, and other documents relative to assigned administrative functions, ensuring timely and accurate completion. To include but not limited to: insurance contracts, leases, Perkins loan administration.
  • Assisting designing, implementing and maintaining departmental filing, recordkeeping and reporting systems, including computer applications.
  • Provide assistance to other members of the Business
Office.

- Related duties as assigned.

Qualifications:

- Associates degree in an appropriate discipline plus 4-5 years of relevant clerical and administrative experience or a combination of education and experience from which comparable knowledge and skills are acquired.
- Excellent computer skills including Outlook, PowerPoint, Excel, word processing and database management.
- Strong planning, administrative, communications, organizational research abilities, writing and math skills.
- Previous experience in organizing and maintaining moderately complex filing and recordkeeping systems, including strong experience with computerized information systems.
- Good general understanding of higher education personnel functions, organizational structure and administrative operations.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.
- Must have a valid Vermont driver’s license.

Starting Date: ASAP

Application Deadline: Applications will be reviewed until the position is filled. However, applications received after the first screening on February 20, 2016 will be considered at the discretion of the College. Incomplete application materials will not be considered.

To Apply: Submit a mandatory Vermont Tech employment application, with resume and cover letter to: www.jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State College system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.