

# Assistant to College

Assistant to college performs numerous administrative functions and serves as a point for contact for coordinating day-to-day work within each college. S/he provides responses to requests in consultation with the Assistant Dean, Associate Dean, and Dean of the college.

## A. RESPONSIBILITIES:

- Manage all incoming and outgoing communications and documents within the college.
- Maintain contacts and college calendar; consult closely with university notional calendar of activities.
- Keep and update all college inventory and assets including textbooks.
- Arrange for college meetings and appointments, and ensure that they are well prepared for.
- Ensure that all meeting materials are delivered to all participants in a timely and efficient manner to ensure adequate meeting preparation.
- Update student registration into university database system.
- Take minutes of the college meetings.
- Provide responses to requests from students, faculty, and other offices, in consultation with the college Assistant Dean, Associate Dean, and Dean.
- Other work as assigned by Assistant Dean, Associate Dean, and Dean.

## B. QUALIFICATIONS:

Must possess a Bachelor's degree in Administration, Management, or related field, and have two-years working experience related to office work.

### i. Knowledge

- Knowledge on office assistant
- Maintain a high level of accuracy confidentiality concerning file and other confidential documents and information.

### ii. Skills

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

### iii. Personal Attributes

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics

## C. REPORT LINE:

- This position reports to the Associate Dean and Dean of the college.