Administrative Assistant to the Vice President of Student Services

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Type: Full-Time
Salary: $45,000 - $50,000 per year
Posted: 37 days ago
Category: Executive Assistants

Kish | KISHWAUKEE COLLEGE

Job Summary

Provides administrative support to the Vice President of Student Services and related departments, assisting with events, budget management, reporting, scheduling, and database maintenance. Ensures confidentiality, processes purchase orders and supports special initiatives such as student success programs and mental health activities. Performs additional duties as assigned.

Required Knowledge, Skills, and Abilities

- Ability to communicate clearly and effectively in verbal and written formats.
- Skilled in one-on-one interactions and professional correspondence.

- Demonstrated attention to detail and accuracy.
- Proven capability to prioritize tasks and manage multiple responsibilities simultaneously.
- Proficiency in modern office productivity systems (e.g., Microsoft 365 Suite: Word, Excel, PowerPoint, Outlook, Teams, SharePoint) and related collaboration platforms.
- Ability to effectively use and learn emerging technologies, including AI-powered tools for document creation, data analysis, and workflow automation.
- Skilled in managing digital records, databases, and web-based applications, with a commitment to continuous learning and adapting to new software and systems.
- Ability to work autonomously, exercise initiative, and make sound decisions quickly.
- Ability to work effectively with a diverse population of students, faculty, staff, and the broader college community.

Required Qualifications

Associate degree or at least four years of increasingly responsible administrative experience is required, which must include an extensive knowledge of general office procedures and practices.

Physical Demands

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

EOE Statement

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.
Position Status: Full Time

Hours per Week: 40+

Weeks per Year: 52

Budgeted Hours per Year: 2080

Type of Position: Confidential Staff

Hiring Salary Range Requested

$45,000-$50,000
Posting Number: S372P

Number of Vacancies: 1

Open Until Filled: No

Advertising Summary: Internal Posting for Position, College Website

Description of Job Duty

- Provide administrative support for departments reporting to the Vice President of Student Services (VPSS) and provides back up for other administrative areas as needed.
- Take notes for confidential meetings as requested.
- Assist with Student Services events for all departments reporting to the VPSS.
- Assist Director of Student Success with Champion Fund award process, reporting and Mental Health related activities.
- Creating and processing purchase orders (POs) for Student Services department and other Business Office-related requests.
- Assist Executive Assistant to VPSS by providing information for reports and records through research, data retrieval, tabulating statistics, and organizing information in useable and understandable formats.
- Assist the Executive Assistant to the VPSS with updating and maintaining the Vice President of Student Services schedule.
- Assist the Executive Assistant to the VPSS with maintaining the Maxient database system for student complaints and student disciplinary files including Title IX reporting.
- Safeguards the confidentiality of College administration by exercising discretion in communicating information to faculty, students, staff and the various publics served by the College and in handling administrative records, files, and similar confidential items.
- Assists with development and management of the budgets under control of the Vice President of Student Services Division by maintaining budget records, reconciling and verifying vouchers and receipts for accuracy, producing financial reports and summaries, approving expenditures, and completing budget transfers.
- Other duties as assigned by the VPSS.

Essential Duty?: Yes

Percentage Of Time: 100

Equal Employment Opportunity

Kishwaukee College is an equal opportunity employer and shall provide equal employment opportunities to all persons regardless of their race, color, ancestry, creed, religion, sex, national origin, age, marital status, pregnancy, physical or mental handicap or disability,

sexual orientation, order of protection status, military status, unfavorable discharge from military service, or any other legally protected category.

Our Commitment

We seek to attract talented people from a wide range of backgrounds and are committed to the recruitment, professional development and instructional processes that support and foster an equitable environment. Contact Us If you have questions about the application process, please contact the Office of Human Resources at (815) 825-9370 or email at kishhr@kish.edu.

Related Searches:

Executive Assistants

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