

## **Carleton College Non-Exempt Position Description**

**JOB TITLE:** Administrative Assistant – Grade 8  
**WORKING TITLE:** ADMINISTRATIVE ASSISTANT- LIBRARY AND TRIO  
**REPORTS TO:** Assistant to the College Librarian & Operations **and** TRIO Director  
**DEPARTMENT:** Library and TRIO  
**DIVISION:** Dean of the College and Dean of Students  
**REVISION DATE:** October 4, 2021

### **POSITION OVERVIEW:**

The Administrative Assistant position will work in two departments within Carleton College. This is a full-time position that will be shared with two college departments: Gould Library and TRIO. The position will be split between the Gould Library and TRIO.

Ideally, the person in this position will work 20 hours per week providing advanced administrative support to the College Librarian, the Assistant to the College Librarian & Operations Manager, and serve as the primary contact for the library. They will provide the other 20 hours per week as the TRIO administrative assistant supporting the requirements and initiatives of the TRIO staff to further the goals of the federally funded program. The person provides a supportive contact for students while maintaining program and student records in accordance with the guidelines from the United States Department of Education.

### **About the Gould Library (Dean of College Division):**

The Laurence McKinley Gould Library is focused on creating an atmosphere that sparks curiosity, discovery, and the pursuit of knowledge. They are committed to a culture of inclusiveness that respectfully engages with all members of our community.

### **About TRIO (Dean of Students Division):**

The TRIO/Student Support Services program is a federally funded grant program through the United States Department of Education. The program serves and assists students from underrepresented backgrounds (First-Generation, Low-Income, Individuals with disabilities). Carleton College has hosted a TRIO program consecutively since 1981. As part of the Division of Student Life, TRIO works collaboratively across campus departments to offer holistic support and programming for students as they navigate their college experience while promoting campus-wide initiatives.

### **LIBRARY JOB FUNCTIONS/RESPONSIBILITIES:**

- Available to work 9 am -5 pm Monday through Friday 12 months a year. Hours for the position will be discussed and determined during selection process.
- Provide administrative support to the College Librarian, Assistant to the College Librarian & Operations Manager.
- Maintain administrative office files, draft and proofread documents, schedule and coordinate meetings.
- Schedule and arrange events in the Athenaeum; work with other campus departments as needed regarding set-up needs (Faculty, Administrative Assistants, Facilities, Catering

and Custodial). Maintain calendar of all events, and log all events for year-end statistical purposes.

- Schedule classrooms for faculty and staff. Work with Loan Services to post weekly schedule of events outside classrooms.
- Serve as point of contact with library staff for scheduling of conference room.
- Manage staff directory updates, distribution and equipment checkouts and logs.
- Provide backup assistance to the Assistant to the College Librarian & Operations Manager on minor facilities work orders as needed; maintain log of work order submission/completion.
- Oversee equipment inventory and order and maintain an inventory of general and specialized supplies for library departments. Maintain database of supplies and suppliers.
- In consultation with the Administration Department, maintain the administrative department web pages for the Library website.
- Assist in collecting library statistical data as requested by Assistant to the College Librarian & Operations Manager.
- Provide administrative recruitment support to the Library.
- Hire, train and supervise student worker as needed.
- Assist library in compilation and assembly of Annual Report and prepare monthly staff meetings and other events.

#### **TRIO JOB FUNCTIONS/RESPONSIBILITIES:**

- **Database Management:** Input, update and maintain student records through our online database (Student Access). Ensuring all forms are signed and prepared for the Department of Education's annual audit.
- **Create and Maintain Filing Systems (both electronic and physical):** Create permanent files (updated each term) for all students to include materials related to their participation in the program as well as other correspondence. Maintain the TRIO office manual for historical record keeping.
- **Manage Accounts & Bookkeeping:** Work in conjunction with the Director and Business office to maintain financial records in accordance with college and federal policies/regulations. Maintain financial records for the duration of the grant cycle. Compiles fiscal information, processes fees or expenditures, and assists fiscal reporting. Utilizing both Carleton's and TRIO's internal systems.
- **Schedule Appointments & Maintain Calendars:** Work with the TRIO staff to schedule individual appointments between students and staff. In addition to meetings with campus constituents.
- **Lending Library Management:** Oversee the training and maintenance of TRIO's lending library; including producing reports of usage, overdue and late fees. Work in conjunction with the Assistant Director to ensure timely communication to the TRIO community.

#### **GENERAL RESPONSIBILITIES:**

- Participate in Library and Bridge teams/working groups as assigned.
- Attend and participate in relevant Library and Bridge meetings and functions.
- Learn new technology as needed.

- This position is a member of the Bridge Consortium and works collaboratively and in tandem with peers at the St. Olaf College libraries to ensure that work is not duplicated and that costs are contained or reduced.
- Other duties as assigned.

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma **or** GED and a minimum of two years of progressive and current experience relevant to the position responsibilities outlined above.
- Must be able to deal with confidential issues and information.
- Demonstrable prioritization and organizational skills.
- Excellent written and communication skills with attention to detail.
- Advanced knowledge of word processing, spreadsheet programs, and database management.
- Good accounting knowledge and skills.
- Experience in student advising, assessing student needs, and coordinating services.

**IN ADDITION TO THE ABOVE REQUIRED EDUCATION AND EXPERIENCE THE FOLLOWING ARE HIGHLY DESIRED:**

- Experience working with diverse populations, specifically first-generation, low-income, and/or students with disabilities.
- Experience working in higher education.
- Current or recent experience (within the last year) supporting two or more managers or directors in an administrative assistant, office manager or executive assistant capacity.
- Google Suite and WordPress experience.
- Recent (within the last year) or current experience in a library setting with knowledge of various library operations and equipment is desirable.
- Ability to initiate, organize, and work independently and as part of a team.