

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

**Job Title:** Administrative Assistant – Grade 8  
**Reports To (Title):** Arboretum Director  
**Department:** Arboretum Studies  
**Division:** Dean of the College  
**Revision Date:** April, 2021

## **Position Overview:**

The Administrative Assistant manages the office and provides administrative support to the arboretum director, and department staff in order to enhance program operations. This employee facilitates the internal and external communications of the department.

## **Essential Job Functions/Responsibilities:**

- Oversee the day-to-day operations of the office including calendar of events; activities; meetings of the Director and staff; opening, distributing and prioritizing mail; answering, screening and directing calls and inquiries.
- Meet regularly with the Director to discuss current department/program business; attend meetings, draft agendas, take and distribute minutes, track action items and deadlines.
- Assist in preparing materials such as recommendation letters, requests for information, grant proposals, manuscripts, visual aids and notices to campus, students, and Northfield community members.
- Order and maintain office equipment, supplies, and furniture; maintain department displays, bulletin boards, lobby areas and workroom. With staff consultation, prepare purchase order requests and submit invoices to be paid.
- Monitor departmental/program budgets, including VISA card statements and receipts
- Maintain departmental/program Web site, ensuring information is up to date and available regarding use of the Arboretum, events and programming, policies and information for students, etc. Monitor need for changes or updates and work with student worker(s) on these changes.
- Coordinate production of the department annual report, including writing, editing, proofing, distribution, and Web posting.
- Help coordinate student workers by posting student jobs with student employment and the on the Arb website, arranging for office keys/keycard access, approving timesheets and providing supervision as needed.
- Assist in department/program review process including arrangements for internal and outside reviewers, setting up interview schedules, contacting student and other participants, arranging meetings, tracking expenses and reimbursements.
- Coordinate the administrative portion of the Archery Hunt, prepare and issue permits to accepted hunters, interface with hunters during the hunt to ensure access to on-line hunt check in system, etc.
- Manage updates of legal agreements.

**Describe Supervision Received and Exercised:**

- This position reports directly to the Director of the Cowling Arboretum.
- Hire, train, and supervise student workers.

**Education/Experience/Skills (supported by job duties):**

***Required:***

- Post-high school education with five or more years of related experience.
- Skilled in word processing, desktop publishing, spreadsheets, Web editing, internet searches.
- Excellent verbal and written communication.
- Excellent organizational, time management and interpersonal skills.
- Ability to prioritize work and multi-task with many interruptions and some unpredictability of work situations.
- Work well with minimal supervision.
- Broad mastery of policies and procedures.

***Preferred:***

- Associate or Bachelor's Degree.

**NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.**