

OFFICE ADMINISTRATOR FOR EAST ST. LOUIS HIGHER EDUCATION CAMPUS (ESLHEC): The Office Administrator for the East St. Louis Higher Education Campus reports to the East St. Louis Higher Education Campus Director and has the following responsibilities:

1. Performance - Regular Assignments

- a. Direct and coordinate all administrative support function for the East St. Louis Higher Education Campus and establish operating guidelines where necessary.
- b. Maintain confidential transcript records including hard copy transcripts, microfilm transcripts, and digitized transcripts in accordance with FERPA regulations.
- c. Scan, image, and index hard copy transcripts into imaging software.
- d. Provide direct customer support to former students in regard to transcript requests.
- e. Compose memos, reports, manuals, notices, agenda items, and other documents as appropriate in accordance with ICCB style and standards.
- f. Screen calls and visitors for ESLHEC director. Determine needs and handle routine inquiries and requests or problems.
- g. Prepare and process outgoing mail. Receive incoming mail and respond to items as appropriate.
- h. Make arrangements for meetings and campus events or activities following general instructions including scheduling space, copying and distributing materials to participants, taking minutes, and maintaining documentation of attendees.
- i. Assist in the creation of publications for internal and external audiences (brochures, posters, letterhead, websites, social media accounts, etc.) in coordination with ICCB external affairs division.
- j. Monitor and provide updated information for ESLHEC website.
- k. Assist with drafting grant agreement and tracking of financial and compliance reports submitted by grantees.
- l. Make all necessary travel arrangements including preparation of approval requests, transportation reservations, and lodging accommodations, as requested; prepare related invoices and travel vouchers
- m. Establish and revise calendar(s) of designated staff, informing him/her of impending engagements.
- n. Stock copiers and printers and provide routine copier and printer maintenance. Provide routine IT support in cooperation with information technology division.
- o. Complete purchase requisitions and coordinate purchase requests with finance division.
- p. Perform other duties as assigned by the ESLHEC Director, the Deputy Executive Director, and Chief of Staff.

Minimum Qualifications:

1. High school graduation or equivalent.
2. Any one or combination totaling one unit of the following:
 - a. Four years of work experience comparable to the third level of this series = 1.0 unit.
 - b. Two years of work experience comparable to the fourth level of this series = 1.0 unit.

Additional Desirable Qualifications:

1. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
2. Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Demonstrated ability to communicate effectively, both verbally and in writing.
4. Ability to utilize computers and computer systems (including hardware and software) to enter data, scan documents, or process information.
5. Experience handling confidential information.