



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### **Administrative Assistant – Finance & Administration (Temporary)**

Serve as administrative assistant responsible for payroll and providing support to the Finance & Administration division, relieving the division of a wide and complex variety of administrative details. This position performs duties independently and exercises a high degree of independent judgment and initiative.

#### **Human Resources**

- Analyze, prepare, enter and verify payroll data for accuracy in a timely manner. View LCTCS error reports and make necessary adjustments. Assure compliance with all applicable policies, civil service rules, and state and federal laws.
- Communicate various procedures to employees and other agencies regarding personnel information.
- Review new hire packets for complete and accurate information.
- Process employment applications and assist applicants with submission of required documents.
- View and produce various reports regarding Human Resources programs.
- Maintain confidential personnel files, Human Resources records, and database by gathering, entering, updating data as appropriate.
- Assist with events to include, but not limited to, benefits & health fair, service awards ceremony, employee appreciation week, and convocation.
- Serve as the scheduler for room reservations for Human Resources events to include required approvals.
- Maintain Human Resources boards at all campuses.
- Serve as backup for Human Resources personnel.

#### **Business Office**

- Handle receipt of incoming checks.
- Maintain compliance of area inspections and fire extinguisher inspections for all departments.
- Handle mileage reports, fuel statements, maintenance information, and inventory asset management system entries for state vehicles.
- Complete reimbursement for personal vehicle mileage report.
- Maintain office supplies and inventory for all copiers.

#### **Division**

- Provide clerical support to include, but not limited to, composing correspondence, copying, faxing, scanning, emailing, filing, making phone calls and posting/distributing/retrieving mail in a timely manner.

- Enter purchase requisitions by verifying specifications and price, obtaining recommendations from suppliers, and obtaining approval. Assist in retrieving and organizing vendor quotes.
- Provide administrative support for meetings, trainings, and professional development programs. Schedule, prepare and maintain documentation related to meetings, such as agendas, sign-in sheets and minutes.
- Perform special projects as delegated to include, but not limited to, research, reports, and data analysis.
- Attend training courses, workshops, in-service trainings, meetings and other educational functions as required.
- Perform other duties as assigned.

**Qualifications:** Bachelor's degree from an accredited college/university. An Associate's Degree with 5 years of experience may substitute for the Bachelor's degree. Customer service experience; ability to interpret documents and data; ability to prioritize and summarize requests; ability to work in a fast paced environment; problem solving abilities and experience; exceptional communication skills; proficiency in the use of networked personal computer and associated software, organizational and project coordination skills; experience on a college campus in an administrative support capacity is preferred.

**Special Skills and Abilities:**

1. **Skills/Abilities:** Application and intermediate knowledge of office practices and procedures. Ability to maintain a high level of accuracy in preparing and entering information. Intermediate computer skills to include spreadsheet and word processing programs, and e-mail at a highly proficient level. Have stress management skills and time management skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills. Have analytical and problem solving skills. Decision making skills. Should have knowledge of document-imaging technology.
2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, postage machine, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

**Reports To:** Human Resources Manager

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator:**

Director of Human Resources (985)448-7929 or (985)448-7930  
1407 Highway 311  
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

[hr@fletcher.edu](mailto:hr@fletcher.edu)

or

**Fletcher Technical Community College  
Human Resources  
1407 Highway 311  
Schriever, LA 70395**

Application Instructions can also be located at [www.fletcher.edu](http://www.fletcher.edu) under Employment.