



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE VICE  
PRESIDENT FOR STUDENT AFFAIRS**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga Community College  
Adoption: CSM 5/10/2017  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

The Confidential Administrative Assistant to the Vice President for Student Affairs performs confidential, complex tasks and support for executive-level professionals, exercises independent judgment, and performs administrative and office support activities for multiple supervisors. Duties include preparing confidential materials for executive-level professionals, disseminating information regarding policies and practices, fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. The Confidential Administrative Assistant will possess extensive software skills, internet research abilities and strong communication skills. Performs related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Prepares confidential correspondence, documents, letters and reports and other materials for executive-professionals (provost, vice-president, and others);  
Exercises independent judgement in completing assignments and disseminating information regarding policies and practices; works with the Vice President for Student Affairs in complying with all college policies;  
Provides administrative support to faculty and staff within the Academic and Student Affairs Offices, and assists students who seek information or assistance;  
Answers telephones and responds to inquiries in an appropriate, professional, and confidential manner and conveys a positive demeanor/attitude in all interactions;  
Confidentially maintains executive level professionals' Outlook calendars;  
Utilizes "On-Base" when appropriate;  
Assists the nursing program director and faculty in the organization and coordination of departmental activities;  
Works with the Director of Athletics to arrange athletic contracts, coordinates programs for home game contests, updates working lists for the Assistant to the Athletic Director/Equipment Manager, manages files and performs routine record-keeping;  
Secures venues, schedules meetings, takes and maintains minutes of meetings, councils, and committees as needed;  
Supports that Academic and Student Affairs office during Faculty forum, assessment day, and other sponsored activates with registration check-in, food and beverages, and facility's needs;  
Ensures effective communication links between Auburn and Fulton faculty and staff;  
Utilizes excel spreadsheets, MS Access, and or other database management software to maintain data and produce reports;  
Works with advantage program staff to assist with course registration, luncheons, orientation, trainings and other advantage related events;  
May exercise immediate supervision over clerical staff on an as-needed basis;  
Performs other duties as assigned by the VP for Student Affairs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern office terminology, procedures, equipment and business English;  
Ability to handle routine administrative details independently;  
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and databases at an acceptable rate of speed;  
Ability to communicate both orally and in writing;  
Ability to organize and maintain office files;  
Ability to establish and maintain effective working relationships with others;

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND**

- A. Graduation from a regionally accredited college or one accredited by the New York State Board of regents to grant Associates Degree in Secretarial Science, or a closely related field and two (2) years of clerical work experience, or its part time equivalent, which must have included typing or keying; **OR**
- B. Four (4) years of clerical experience, or its part-time equivalent, which must have included typing or keying; **OR**
- C. An equivalent combination of education and experience as described in A or B above.