



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

**JOB SPECIFICATION**

Civil Service Title: **CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE PROVOST AND VICE PRESIDENT FOR ACADEMIC 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 Provost and Vice President for Academic 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);  
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 both in person, phone and email from students, faculty and staff in an appropriate and professional manner and conveys a positive demeanor/attitude in all interactions;  
Prepares and processes Curriculum Committee materials to include preparing and submitting annual Curriculum Committee Schedules to committee and contracts; sending full-time faculty memos each month regarding curriculum committee information; provides schedules and paperwork/documents for committee members; prepares and distributes agenda and memo to full-time faculty and contacts; works with curriculum committee chair to provide information regarding each meeting proposal for vote at general faculty meeting;  
Updates regularly meeting list each fall and spring for college distribution, including division chair and academic and student affairs council meeting schedules each semester;  
Independently handles routine paperwork and day to day operations;  
Ensures effective handling of term/continuing appointment/promotion process for faculty through the Provost's Office;  
Maintains and updates a spreadsheet (dashboard) of all curriculum committee course and programs approvals along with status of all proposals at SUNY and NYSED and distributes them to those listed in the curriculum committee guidelines;  
Prepares, processes and documents academic grievances from the initial notification, due process procedures, grievance committee meetings, if needed, and final decision notification;  
Collects and files the Chancellor's Award for Excellence for Fulltime and part-time faculty as well as sitting on the graduation awards committee for students and the chancellors' award for excellence students (CASE) awards and submitting all final award nominations to SUNY in a timely manner;  
Maintains updated and annually distributes list of articulation agreements in Excel Spreadsheet;  
Utilizes excel spreadsheets MS Access, and or other database management software to maintain data and produce reports;

**TYPICAL WORK ACTIVITIES: (Illustrative only) continued**

Maintains and updates list of policies and procedures in excel spreadsheet;  
Assists the provost in complying with all college policies;  
Files college credit card receipts from provost and reconciles expenses with monthly statements from the business office;  
Secures venues, schedules meetings, takes and maintains minutes of meetings, councils, and standing college committees (includes faculty notices, ballots, etc., for election of faculty members on standing committees each year) as needed;  
Ensures effective communication links between Auburn and Fulton Faculty and staff;  
Supports the academic and student affairs office during the faculty forum, assessment day, and other sponsored activities with registration check-in, food and beverages, and facility needs;  
May exercise immediate supervision over clerical staff on an as needed bases;  
Performs other duties as assigned by the Provost and Vice President for Academic Affairs;  
Provides syllabi upon request for faculty, staff and students, as well as potential students who phone the college requesting them.

**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.