

Administrative Assistant Job Description

1. Re: SOAR Administrative Assistant (AA) Job Description

2. Date: June 22, 2025

3. Term: This Job Description will be in effect until terminated or modified by SOAR's Administration and Finance Committee (A&F) and approved by the Board of Directors.

4. Purpose: To delineate a job description, establish a work schedule and outline an evaluation process for the Administrative Assistant based on SOAR's Planning Timeline, Calendar of Courses and the overall needs of the organization and its members.

5. Job Description: The AA should have a basic knowledge of SOAR policies and procedures, possess excellent written and oral communication skills and exhibit initiative, flexibility, and the ability to work under pressure. Specifically:

- Answer phones and other forms of communication politely and professionally; maintain accuracy in record keeping and all written and oral communications.
- Respond to routine inquiries about SOAR.
- Demonstrate proficiency with office machines and technology, Google Docs, Windows and Microsoft Office programs.
- Be familiar with and follow established office and book-keeping procedures. Handle course and membership fees (recording checks received, writing receipts, etc.).
- Assist with the registration process and effectively use the SOAR database and other established policies and procedures. Prepare/assist with mailings.
- Photocopy/prepare class materials for instructors, keeping the quantity and content of such materials within limits established by the Copyright Act of 1976 and the Teach Act of 2020.
- Follow the notification procedure established by the BOD to inform students of class changes, cancellations, and other communications related to class management, making use of ambassadors and class members.
- Collect Course Evaluation Forms in conjunction with the ambassadors.
- Work with college staff and appropriate SOAR members to arrange the Fall and Spring luncheons on campus.
- Arrange with University Police to obtain parking stickers for BOD members and parking passes for SOAR members and special events.
- Attend SOAR BOD meetings and prepare required meeting materials. Maintain Official Meeting Notebook.
- Demonstrate ability to multi-task and work independently using established policies and procedures; ask for help when necessary.
- Solicit, accept, and act on constructive criticism and feedback.
- Demonstrates dependability, honesty and kindness to others.

6. Work Schedule:

a. The Administrative Assistant will work:

- 3 days per week, MWF 9:00am – 2:00pm, except during Fall /Spring Registration:
 - 3rd & 2nd weeks before semester begins – work 5 days a week
 - 1st week before semester begins – work 3 days a week
 - 1st week of semester – work 4 days a week
 - 2nd week of semester – work 3 days a week
 - after 2nd week – work 3 days a week

b. The Administrative Assistant will have the following time off:

- Beginning the Monday following the Fall luncheon, starting again on the 1st Monday of the first full week in January.
- Beginning the Monday of the 1st week in June, starting again on the Monday of the 2nd full week in July.

c. Any other time off should be negotiated with the Board Chair and be consistent with the current version of SOAR's Policies and Procedures.

- SOAR does not provide holiday, vacation or sick pay. All time absent from scheduled work hours will be uncompensated.

7. Evaluation Process and Financial Compensation (Wages):

- A starting hourly wage will initially be agreed upon by the Administrative and Finance Committee and offered to the Administrative Assistant candidate upon interview.
- Upon employment, Informal Performance Reviews will be conducted as needed and Formal Performance Reviews will be conducted at least once a year using the Evaluation Forms created by the Administrative and Finance Committee. Reviews will be documented and administered as per SOAR's current Policies and Procedures.
- The BOD, the A&F Committee, and the Chair of SOAR as stakeholders are all involved in the review process by completing evaluation forms, providing feedback and conducting informal and formal interviews with the AA.
- Financial compensation (wages/raises) will be determined by the A&F Committee's assessment of the Performance Reviews and presented to the Board of Directors as part of the annual budget.
- If the AA's skills are below proficient, dispositions are unprofessional, and/or if absenteeism impacts SOAR's ability to function effectively as reflected by the Informal and Formal Evaluations and input from the Board of Directors, the AA may be put on an "Improvement Plan" or be put on notice of termination. The AA may provide a written rebuttal statement.
- Termination will be determined by the Board of Directors and the Chair.

8. Signature: By signing this document, the Administrative Assistant acknowledges the Job Description as outlined above.

- Administrative Assistant: _____ Date: _____