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	Job Code:	N1040
	Original Date:	02/2013
	Last Revision:	04/2018
	Staff Type:	NANCE
	FLSA status:	Non-Exempt

San Diego Community College District
NANC JOB DESCRIPTION

Title: **Administrative Aide**

Unit: **Non-Academic/Non-Classified Service**

FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties to assist in performing delegated administrative tasks, assignments, and projects.

DESIRABLE QUALIFICATIONS:

Knowledge of English usage, grammar, spelling, punctuation, and vocabulary; modern office practices, procedures, and equipment, including computer hardware and software; basic research methods; report writing techniques; and record-keeping techniques. Ability to maintain records and prepare reports, conduct studies and research; operate computers and business-related software, including word processing, spreadsheets, and databases; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Graduation from an accredited college or university with a major in business or public administration or closely related field. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Conduct various studies and special projects.
- Conduct research, compile data, and prepare technical and/or statistical reports.
- Prepare correspondence and other materials.
- Assist in the preparation of budgets and related documents.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Prepare invoices, reports, correspondence, financial statements, and other documents.
- Design, develop, and maintain specialized databases; maintain complex recordkeeping systems.
- Coordinate department functions and serve as a resource to staff, students, and the public.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons.
- Maintain calendars and schedule appointments.
- Receive, open, and distribute mail.