Directs the general administrative business and operations of Summit College including budgeting, human resources management, resource allocations and serves as liaison person between departments within and outside of the college.

**Essential Functions:**

- **30%** Manage and analyze college's budgets and financial procedures. Develop financial reports and PeopleSoft Financial requests and queries to provide data for analysis, allocations and projected expenses.
- **20%** Manage business matters within the college including advertisements, brochures, newsletters and other publications.
- **20%** Manage human resources within the college. Oversee searches, activity reporting, vacation/sick leave, performance appraisals. Maintain records and calculate 30-hour load faculty salaries. Oversee part-time teaching appointments within the college, ranking new part-time faculty and processing college's part-time teaching appointments.
- **15%** Liaison between dean's office and departments and centers within the college. Directs support staff and student assistants. Maintain confidential personnel files.
- **15%** Maintain calendars, organizes meetings and composes correspondence. With deans signature authority, approve routine financial expenditures and correspondence.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in general administrative procedures to include, budgetary/book keeping, record keeping, human resources, and office management. Strong organizational, communication and computer skills required. Prior experience in higher education and supervisory skills preferred.

**Leadership:**

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.