

**OLYMPIC COLLEGE BUSINESS & TECHNOLOGY  
ADMINISTRATIVE ASSISTANT POSITION**

**Business Management Division Mission Statement**

*"To facilitate the learning and employment of students and provide them with an atmosphere that promotes success, sharing our time and talent with our various learning and living communities."*

**General Job Description**

Organize and perform work requiring knowledge and experience that is specific to the needs of a diverse community of students, staff, and faculty in the Business & Technology Division. This position is independent of the administrative office needs of the Business & Technology Program Dean. The specialized tasks involve interpretation of policies, procedures relative to daily campus activities, independent functioning, and public contact.

**Job Requirements**

Two years of progressively responsible experience in office management, or general administrative work including principles and practices of supervision.

OR

Formal education will substitute year-for-year for experience.

This position requires keyboarding or typing accurately at a net speed of 40 words per minute or faster.

Ability to lift 40 pounds (books & packages), stand, stoop, or sit for long hours

Diversity training, evidence of cross cultural competency skills, or experience with a foreign language is preferred.

Knowledge of: office procedures and practices; business management practices, research methods and data collections; communication and correspondence practices;

Ability to: work independently; read, understand, and interpret policies and procedures; develop written reports; work effectively with others; communicate effectively, both in writing and speech.

**Distinguishing Characteristics and Typical Work**

Administrative duties may include: budget development and/or management, expenditure control, office space management, equipment purchases, public relations, personnel administration, records management, and report preparation.

First Name \_\_\_\_\_ # \_\_\_\_\_  
I give permission to provide feedback. \_\_\_\_\_  
(Initials):

## **Request for Mock Interview Feedback**

1. As the student interviewed you, did you find any behaviors problematic? Were words used that may be interpreted as illegal?

Your suggestions for further improvement.

### **2. Student/Interviewer Attitude**

**Did the student:**

Provide a Greeting & Introduction?

Have a Positive Demeanor ☺

Act in a Professional Manner?

Focus and ability to keep the interview on track?

**Additional Comments:**