



Classification Description

Job Title: Administrative Specialist, Public Policy
and General Counsel

Pay Grade: 106

Job Code: 4811

FLSA Status: Non-exempt

Job Purpose

This position is responsible for diversified professional administrative work, providing comprehensive support for the Office of the General Counsel, which oversees the legal and risk management functions of the College. This position sets the tone for this service-centered, high-performance office that emphasizes excellence in service, urgency, quality, compliance, and productivity.

General Responsibilities

Essential Functions

Serves as the primary reception point for the Office of the General Counsel, which will include meeting visitors, including College leadership, administrators, process servers, members of the legal community, government affairs community, and staff, will be responsible for elevating issues to the General Counsel and other members of the department. Assists visitors with issues and refers them to other departments as needed. Exercises the highest degree of confidentiality, discretion, and professionalism when handling sensitive matters routinely addressed by the Office.

Works with attorneys, government officials, and their staffs to schedule and coordinate meetings and College visits and is expected to handle all aspects of planning for such visits. Coordinates all logistical arrangements associated with these meetings and visits.

Provides assistance via telephone, email, live chat, in-person, and mail for the Office. Assistance may include, but is not limited to, explaining procedures, researching information, directing inquiries to appropriate departments for assistance, and resolving routine issues.

Responds to or routes email correspondence from outside parties, College leadership, administrators, and staff to the appropriate personnel. Drafts correspondence and memoranda as needed in support of the Office of the General Counsel. Routinely proofreads draft documents prepared by members of the department, ensuring accuracy in formatting, grammar, punctuation, and style. Demonstrates fidelity to accuracy in all communications. Demonstrates the highest level of customer service while performing these responsibilities.

Performs routine administrative functions and assigned special projects accurately and in a timely manner. Assists, as needed, with planning and coordinating meetings of College leadership and the College's direct support organizations.

ADMINISTRATIVE SPECIALIST, PUBLIC POLICY AND GENERAL COUNSEL

Maintains the department's and General Counsel's calendars, arranging and monitoring scheduling for meetings, travel, and department functions, as requested.

Monitors and manages assigned budgets, including maintaining accounting records for the department. Responsibilities may include P-Card reconciliation, purchase orders, requisitions, billing, change orders, invoice processing, expenditures, and revenue tracking, inventory, travel authorizations, expense reports, and payroll, all of which is expected in a very timely manner. Ensures all financial and administrative transactions are completed accurately and within established deadlines.

Prepares and distributes reports, announcements, and other materials supporting the work of the Office of the General Counsel.

Receives, processes, and distributes department mail and prepares forms, correspondence, and parcels for mailing.

Creates, formats, and edits documents using advanced features of word processing and spreadsheet applications.

May attend department meetings or meetings of other College units. Takes and types meeting minutes, as requested.

Assists the General Counsel and other department staff with routine administrative responsibilities and special department projects.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years of full-time related customer service or administrative support work experience. An appropriate combination of education and experience may be substituted.

Knowledge of business English, spelling and arithmetic, office practices, and procedures.

Demonstrated experience using a personal computer, office software such as MS Office, and electronic mail. Computer use includes data entry, word processing, and/or accounting functions.

Experience with document formatting, basic design elements, and presentation software for developing internal communications and informational materials.

ADMINISTRATIVE SPECIALIST, PUBLIC POLICY AND GENERAL COUNSEL

Ability to effectively use standard office equipment and technology, including multifunction office devices, telephone systems, and related administrative tools.

Ability to work effectively across multiple academic programs and departments, adapting communication style and approach to diverse audiences.

Demonstrated ability to:

- Communicate effectively and professionally with students, parents, faculty, and colleagues.
- Resolve issues with a high level of attention to detail and customer service.
- Manage multiple program priorities simultaneously while maintaining attention to detail and quality standards.
- Format and design professional internal documents, reports, and informational materials.
- Demonstrate flexibility and adaptability when supporting multiple programs with varying needs and priorities.
- Mediate and resolve conflicts and escalate to appropriate parties as needed.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and can read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

ADMINISTRATIVE SPECIALIST, PUBLIC POLICY AND GENERAL COUNSEL

- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.
- Understand and abide by Board of Trustees policies and College Operating Procedures.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 29, 2026.