



POSITION TITLE:	IGEN Administrative Assistant (TEMP)
STATUS:	Part-Time
DEPARTMENT:	Financial Services – (IGEN) Illinois Green Economy Network
DIVISION:	Joliet Junior College, Finance and Administrative Services
CLASSIFICATION:	Non-Exempt
REPORTS TO:	IGEN Executive Director
HIRING RANGE:	\$26 – \$32 per hour, Depending on Experience

This position will be hired through and in coordination with Joliet Junior College, IGEN's fiscal agent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.

POSITION SUMMARY

The Administrative Assistant provides critical administrative support to the Illinois Green Economy Network (IGEN), including the Executive Director and other staff. This individual is responsible for a variety of tasks including scheduling, coordination, tracking, and reporting of meetings, conferences, and travel. Under the direct supervision of the Executive Director, the Administrative Assistant will play a vital role in supporting IGEN staff with grant administration duties, data gathering, and report creation.

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES

- 1. Meeting Coordination & Documentation:**
 - a. Schedule and coordinate virtual (Zoom/Teams) and in-person meetings.
 - b. Develop meeting agendas in collaboration with the IGEN team.
 - c. Take and maintain accurate meeting minutes; ensure team members are notified of action items.
 - d. Track meeting attendance and participation of member colleges.
- 2. Communication & Online Presence:**
 - a. Monitor general IGEN voicemail and administrative email inbox.
 - b. Collaborate with the webmaster to ensure website currency.
 - c. Develop and manage content for IGEN's social media platforms.
 - d. Maintain accurate and up-to-date college contact lists.

3. **Grant Administration Support:**
 - a. Support IGEN staff with duties related to grant administration.
 - b. Track document submissions from member colleges.
 - c. Gather necessary information (documents/photos) for the Executive Director to create quarterly reports.
 - d. Assist with the development of college "scorecards" related to grant receipts.
 - e. Create initial drafts of subaward agreements for college and partner review.
4. **Administrative Support for Executive Director:**
 - a. Coordinate travel arrangements for the Executive Director.
 - b. Assist the Executive Director with the submission of expense reports.
 - c. Manage the Executive Director's travel and meeting calendar.
 - d. Perform research and create reports as directed by the Executive Director.
 - e. Assist with the creation and maintenance of the organizational policy and procedures manual.
5. **Information Management & Operations:**
 - a. Manage cloud-based file storage (Dropbox, Teams, etc.) and archive information effectively.
 - b. Plan and coordinate logistical aspects of IGEN conferences and other events.
 - c. Attend all mandatory IGEN virtual and in-person meetings.
6. **Perform related duties as assigned.**

MINIMUM QUALIFICATIONS

1. Associates degree.
2. Two years of related experience with knowledge of modern office practices and procedures.
3. Proficient with MS Word, Excel, PowerPoint, Outlook, and MS Teams or Canva.
4. Ability to work with minimal supervision and handle multiple tasks and responsibilities simultaneously to meet deadlines.
5. Ability to work remotely, with reliable internet access.
6. Dedicated availability during regular work hours.
7. Ability to establish and maintain cooperative and effective working relationships with others, displaying cultural competence as well as emotional intelligence.
8. Demonstrated commitment to the college's core values of respect and inclusion, sustainability, integrity, collaboration, humor and well-being, innovation and quality

PREFERRED QUALIFICATIONS

1. Experience with cloud-based file storage systems (Dropbox, MS Teams, etc.).
2. Demonstrated ability to use Adobe Acrobat for form creation.
3. Prior experience in a Community College or University environment is preferred.
4. English and Spanish verbal and written communication proficiency.
5. Demonstrated multicultural competence.

PHYSICAL DEMANDS

1. Normal office physical demands.
2. Ability to travel to meeting locations at various parts of the state.

WORKING CONDITIONS

1. Work is primarily conducted remotely; however, occasional in-person support will be required for meetings and events at various locations around the state of Illinois.

The Illinois Green Economy Network (IGEN) was formed in 2012 with the **Mission** to promote collaboration among all Illinois community colleges and their partners to drive the growth of the green workforce and the clean energy economy. IGEN's seeks to ensure that the Illinois community college system serves as a leader in transforming education and the economy for a sustainable future.

Since June 30, 2021, IGEN has been housed at Joliet Junior College, which serves as IGEN's fiscal agent.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, have reviewed and understand this job description.
Print Name

Employee's Signature

Date: _____

Manager/Supervisor's Signature

Date: _____