

New Administrative Assistant Orientation

Description

The New Administrative Orientation at North Lake College is designed to provide new administrative assistants with access to essential tools and information to successfully manage their new role and responsibilities. Our orientation prepares them to provide well-rounded support to their department, our students, and the campus community.

In this session, we will provide an overview of core responsibilities, skills, and resources. Participants will review standard operating procedures for all employee-related and departmental processes and will discuss best practices for supporting a team and functional area. We encourage all new administrative assistants to attend this orientation.

Outcomes

At the end of this program, participants will be able to:

- list general responsibilities and requirements
- initiate procedures to access all role-related technologies and resources
- apply best practices for supporting individuals and teams
- reflect on their role in promoting our mission, vision, and goals
- establish connections with other administrative assistants

Audience

New NLC Administrative Assistants - regardless of their tenure at NLC or DCCCD

Outline

Technology Training (Online or Face-to-Face) Checklist - list provided to new administrative assistant as part of onboarding. List will be provided to HR by hiring supervisor. New administrative assistants are given a 60 days from their start date to complete these trainings.

Includes:

- MyDCCCDSuccess
 - Performance (District HR)
- Concur Training for Supervisors (Business Office)
- Role-specific Technology (Scheduled as Needed)

List of Topics

- Organizational chart -
 - President's team
 - Contact information

- Key functional roles or services provided (facilities, IT, Wildfire, etc.)
- Activity: Playing card matching activity for admin assistants
- Business Services Topics
 - Check requests
 - Requisitions (purchasing)
 - College level vs district purchasing
 - Competitive bid process
 - Contracted vs non-contracted vendors
 - BPO overview/implications
 - Account Numbers - who to contact if you are not sure
 - Concur Travel
 - Jaggaer
 - Catering process
 - america-to-go
 - Technology purchases
 - Budget adjustment vs JEs
 - Other contracted vendors
- Leave Request Process
- Timesheets
- Professional Development Staff Reports
- Unit Plan Process - Timelines and Requirements
- Written / Unwritten rules
 - Signatures and authorization
 - Always CC an admin assistant when contacting manager
 - Schedule meetings as an outlook calendar invite - include all invited
 - Use formal name in front of students or external people
 - Emailing distribution lists
 - Triple check messages
 - BCC option
 - Managing your manager

Handouts

- Leave Request Process (Video or handout)
- Budget Cycle (Business Services)
- Professional Development Requirements (Wildfire)
- Professional Development Staff Reports (Wildfire)
- Strategic Funding Request Process - mid-year budget implications (Committee Chair)
- Unit Plan Process - Timelines and Requirements (Institutional Effectiveness)