Job Responsibilities:

- Administrative Assistants get to serve as the employer or executive’s voice and handle many tasks.

- They must possess excellent written and oral comprehension, speech recognition, speech clarity, and alphabetical ordering skills.

- Administrative Assistants work with computers, scanners, photocopiers, word processing software, and database user interface/query software on a daily basis.

This is the program for YOU!

In the Administrative Assistant program at Shawnee Community College, you will gain an understanding of high-level administrative support by conducting research, preparing reports, handling information requests, making decisions, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
Administrative Assistant

Credential Opportunities:
AAS Degree
(Associate of Applied Science Degree)

Career Opportunities
- Administrative Assistant
- Administrative Associate
- Administrative Secretary
- Administrative Specialist
- Administrative Technician
  - Clerk Typist
  - Department Secretary
    - Office Assistant
    - Secretary
    - Staff Assistant

...and more!

Earning Capacity
Administrative Assistants earn an average salary of $31,700 (Based in Illinois).

For more information visit www.onetonline.org

Contact Information
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Shawnee Community College