

AI FOR ADMINISTRATIVE EFFICIENCY

WHY AI CAN HELP

Artificial intelligence tools can assist employees with routine administrative tasks, allowing staff to focus more time on strategic work, student support, and decision-making.

AI can help streamline tasks such as:

- ✓ Scheduling and planning
- ✓ Drafting documents
- ✓ Organizing information
- ✓ Summarizing reports

Used responsibly, AI can support productivity while maintaining **professional standards and institutional policies**.

EXAMPLES OF ADMINISTRATIVE TASKS AI CAN SUPPORT AI TOOLS MAY ASSIST WITH TASKS SUCH AS:

- ✓ Drafting meeting agendas
- ✓ Creating task lists or project plans
- ✓ Summarizing long documents or reports
- ✓ Organizing notes from meetings
- ✓ Brainstorming ideas for events or initiatives

EXAMPLE PROMPT:

“Create a meeting agenda for a 30-minute department meeting focused on student success initiatives.”

TIPS FOR USING AI IN ADMINISTRATIVE WORK

- ✓ Provide clear instructions when prompting AI
- ✓ Review and edit all AI-generated content
- ✓ Use AI to assist with drafting—not final decision-making
- ✓ Verify information before sharing with others

IMPORTANT REMINDER

AI tools may generate inaccurate or incomplete information.

Always:

- ✓ Verify details
- ✓ Review institutional policies
- ✓ Apply professional judgment

DATA PRIVACY CONSIDERATIONS WHEN USING AI TOOLS:

- ✗ Do not enter confidential information
- ✗ Avoid entering student records or personal data
- ✗ Avoid sharing sensitive institutional data

Follow NCTC data security and FERPA guidelines when using technology tools.

KEY TAKEAWAY

AI can be a helpful productivity tool, but employees should always **review outputs carefully and protect institutional data**.



AI FOR WRITING EMAILS AND REPORTS

HOW AI CAN HELP WITH COMMUNICATION

Artificial intelligence tools can assist employees with **drafting, editing, and improving written communication.**

AI can help with:

- ✓ Drafting professional emails
- ✓ Summarizing reports or documents
- ✓ Improving clarity and tone
- ✓ Editing grammar and readability

These tools can support communication but should never **replace professional judgment or review.**

EXAMPLES OF HOW STAFF MIGHT USE AI

- ✓ Drafting a response to a student inquiry
- ✓ Improving the tone of an email message
- ✓ Summarizing meeting notes
- ✓ Creating outlines for reports or proposals

EXAMPLE PROMPT:

“Draft a professional email reminding faculty about an upcoming deadline for course evaluations.”

BEST PRACTICES FOR USING AI IN COMMUNICATION

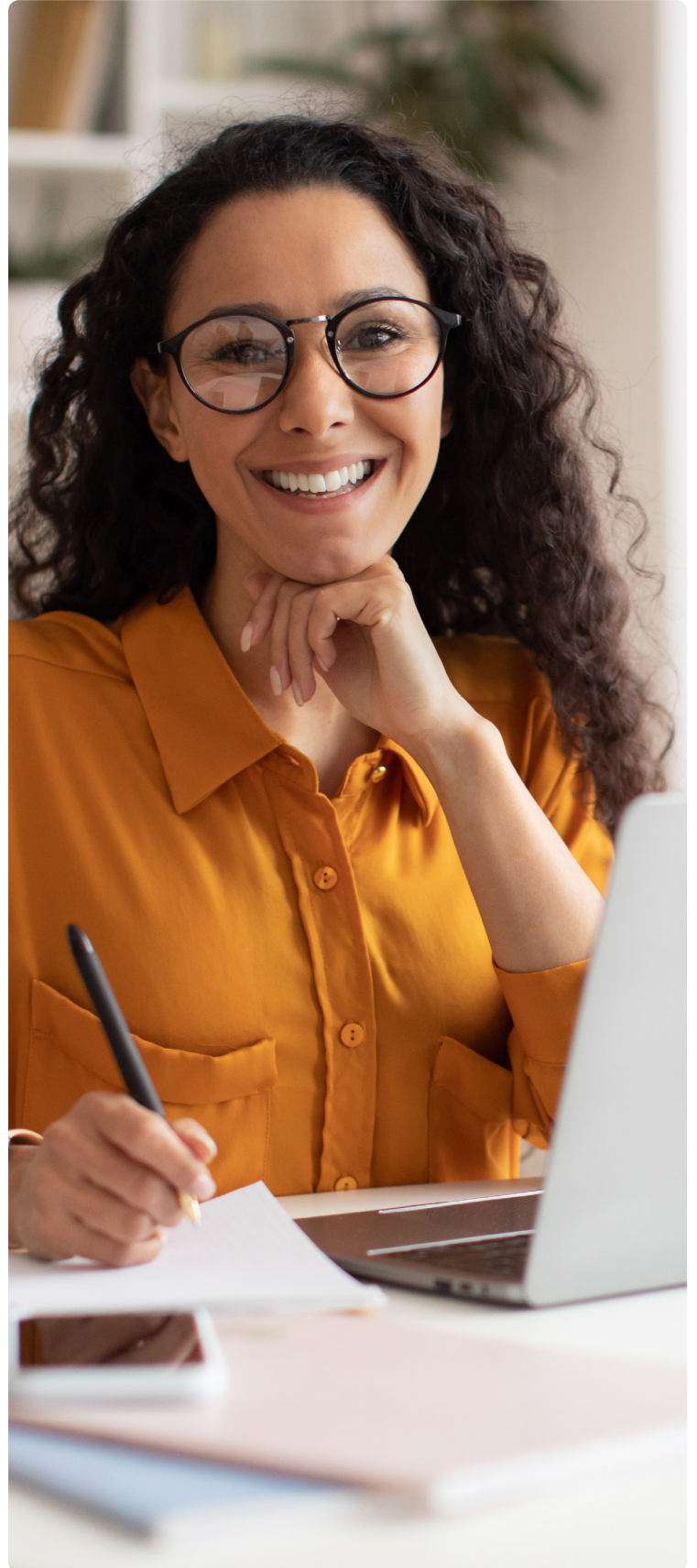
- ✓ Always review and revise AI-generated text
- ✓ Ensure the tone aligns with institutional communication standards
- ✓ Verify any information included in the message
- ✓ Keep communication clear and professional

WHAT TO AVOID

- ✗ Sending AI-generated messages without reviewing them
- ✗ Including confidential or sensitive information in AI prompts
- ✗ Relying on AI to make decisions or provide official statements

KEY TAKEAWAY

AI can help **save time drafting and editing communication**, but employees remain responsible for ensuring messages are accurate, appropriate, and professional.



AI FOR DATA SUMMARIZATION

USING AI TO ANALYZE INFORMATION

Artificial intelligence tools can help employees **summarize and organize large amounts of information** more quickly.

AI may assist with:

- Scheduling and planning
- Drafting documents
- Organizing information
- Summarizing reports

These tools can support decision-making but should always be used with **careful human review**.

EXAMPLES OF AI-ASSISTED DATA TASKS

AI can help staff:

- ✓ Summarize meeting transcripts
- ✓ Identify common themes in survey responses
- ✓ Create bullet-point summaries of reports
- ✓ Simplify complex documents

EXAMPLE PROMPT:

“Summarize the key themes from this meeting transcript in five bullet points.”

BEST PRACTICES

- ✓ Review summaries for accuracy
- ✓ Confirm important details in the original document
- ✓ Use AI as a starting point for analysis
- ✓ Ensure interpretations are appropriate and contextually accurate

DATA PRIVACY REMINDER

When summarizing information with AI:

- ✗ Do not enter personally identifiable student data
- ✗ Avoid confidential institutional information
- ✗ Follow NCTC data privacy and security policies

KEY TAKEAWAY

AI tools can help employees quickly organize and summarize information, but human review and professional judgment remain essential.

