JOB DESCRIPTION

Position: Administrative Assistant

Reports to: Administrative Assistant

Department: Academic Affairs

FSLA Status: Exempt

Scope: Provides administrative and secretarial support to the Provost and Dean of the Faculty and the Academic Affairs Division.

Basic Responsibilities:
I. Maintains reports and performs other functions for the office of Academic Affairs.
II. Assists in the coordination of tenure-track faculty searches and other administrative searches.
III. Coordinates student and faculty academic awards.
IV. Responsible for annual communications to faculty and students.
V. Provides administrative support for commencement and other college activities.
VI. Assist in the collating of budget expenditures for areas within the academic program.

Specific Responsibilities:
I. Maintains reports and performs other functions for the office of Academic Affairs.
   i. Collects Faculty Office Hours for Fall and for Spring and prepares excel sheet for Deans.
   ii. Compile summer research information and form committee to review.
   iii. Prepares Student-Faculty Research booklet: Collects information from Department Chairs and faculty, creates booklet for processing, proofs and approves final copy.
   iv. Coordinates the collection and distribution of data and other pertinent materials required by the Academic Affairs Division for special projects and reports.
   v. Compile End-of-year reports from Department Chairs.
   vi. Compile End-of-year reports from Deans and Directors
   vii. Provides coverage from front office as needed.

II. Assists in the coordination of tenure-track faculty searches and other administrative searches.
   i. Sends letters from the Provost, awarding positions to the appropriate departments.
   ii. Assists in coordinating a luncheon for search chairs in August.
   iii. Coordinates with the Search Chair, Affirmative Action Director, and the Provost in getting appropriate approval for search ads.
   iv. Place ads in appropriate publications as requested.
   v. Posts the positions on the college website.
   vi. Prepares check requests for all bills related to search ads.
   vii. Prepares contract letters for candidates chosen from employment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
viii. Monitors the return of those contracts.
ix. Provides reimbursement for moving expensed when appropriate receipts are received.
x. Assists with administrative searches as requested.

III. Coordinate student and faculty academic awards
   i. Coordinates with Department Chairs and award committees the information pertaining to undergraduate student awards and recipients.
   ii. Provides details of criteria, award descriptions and monitors collected information for nominee eligibility.
   iii. Accesses student files for biographical and academic information on award recipients.
   iv. Prepares mailings to award recipients and families.
   v. Prepares program script for Provost.
   vi. Coordinates Faculty awards (Ira G. Zepp awards, Fall awards – Book, Scholarly Publications, Creativity, Special Achievement). Collects information from faculty, provides details of criteria, monitors collected information for nominee eligibility, and prepares script.
   vii. Provides information on recipients and awards to appropriate offices. Coordinates timely requests for checks for recipients needed. Prepares award certificates and gifts and coordinates engraving of plaques, framing of pictures as required.

IV. Responsible for annual communication to Faculty and Students
   i. Verify the current inclement weather policy, sends policy to faculty and students in November and February.
   ii. Gets current list of commuter students Fall and Spring semester; sends inclement weather policy for commuter students
   iii. Student employment letter to department chairs and directors prior to Fall semester.
   iv. Memo to Faculty Fall and Spring about the Honor Code Violations
   v. Memo to Faculty regarding Mid Term grads
   vi. Memo to Students and faculty regarding Final Exam policy

V. Provides administrative support for Commencement
   i. Responsible for mailing of the Save the Date post cards to parents, students and faculty
   ii. Collect address for commencement invitations to grad and undergrad (August, Dec, May)
   iii. Send letter advising date to local restaurants
   iv. Oversee distribution of tickets to graduating students (grad and undergrad)
   v. Prepare Names for commencement for Provost (pronunciation and awards)

Other Responsibilities
- Receives telephone calls and visitors, handling when possible, or redirecting appropriately
- Handles, sorts and scans mail and processes outgoing mail/packages
- Handles confidential and sensitive matters with discretion
- Perform other duties and responsibilities as assigned

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Qualifications:

- High school graduate with two years college preferred; experience may be substituted for college.
- Minimum of 5 years in higher education setting desirable
- Excellent organizational skills, detail oriented and ability to multi-task and be effective under pressure in a fast paced environment.
- Competent in computer word processing, database and spreadsheets.
- Excellent interpersonal skills essential. Ability to exercise discretion in dealing with sensitive information a must. Integrity and good judgment.
- Good written and oral skills.

Physical Characteristics:

- This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

__________________________________________  ____________________
Direct Supervisor                              Date

__________________________________________  ____________________
Division Vice President                        Date