

**JOB TITLE: Academic Affairs Assistant**

**CLASSIFICATION: N5**

**SUPERVISION GIVEN: Instructional Support Staff**

**REPORTS TO:**

**GENERAL PURPOSE AND SCOPE OF POSITION:**

To perform administrative support duties for the Executive Dean, Dean of Academic Affairs, and Dean of Student Affairs

**DUTIES AND RESPONSIBILITIES:**

- ◆ Coordinate clerical and secretarial assignments for the Faculty/Staff Secretaries to ensure proper coverage of Academic Affairs needs
- ◆ Assist with projects related to the Office of Academic Affairs, Student Affairs, or Executive Dean, including the preparation of reports as directed
- ◆ In the absence of the Dean of Academic Affairs or Dean of Student Affairs, take authorized action and use initiative and judgment to see that matters requiring attention are handled in a manner which minimizes the effect of the absence.
- ◆ Coordinate entry of all faculty teaching loads into the SIS on-line registration system each semester
- ◆ Coordinate preparation and entry of semester class schedules into SIS+. Inform faculty of course updates each semester.
- ◆ Assist the Dean of Academic Affairs in scheduling course offerings
- ◆ Be present at open registration for last minute course changes
- ◆ Keep minutes at all meetings involving Academic Affairs or Administrative staff meetings and distribute appropriately
- ◆ Assist Dean of Academic Affairs with coordination of College wide assessment plan, including the student evaluation instrument process (SUMMA), and technical and general education course assessment
- ◆ Coordinate the student status reports process
- ◆ Schedule meetings, in-services, retreats, graduation, and other special events as assigned
- ◆ Maintain calendar for Dean of Academic Affairs and Executive Dean
- ◆ Insure that Faculty pcf's and instructional staff pcf's are accounted for with supervisor signature as assigned
- ◆ Assist with campus, college, state, federal, and accreditation agency reports

- ◆ Prioritize incoming mail. Process flow of material requiring Dean of Academic Affairs or Executive Dean's signature
- ◆ Assist in ordering and maintaining office supplies
- ◆ Assume a role in the process of course schedule development
- ◆ Prepare materials, resource room and arrangements for NCA accreditation visits
- ◆ Organize, provide training for, and supervisor instructional staff including Evening Coordinators
- ◆ Order office supplies and prepare purchase requisitions as indicated
- ◆ Assist with Disability support services accommodations
- ◆ The above list is not meant to be an exhaustive list. Any duties logically associated with the position may be assigned.

#### **EDUCATION AND EXPERIENCE:**

Associate Degree in Office Administration, Accounting, or related field **AND** four (4) years related work experience required. Ten (10) years related work experience may be substituted for some but not all of the educational requirement. Proficiency in software applications including spread sheets, databases and word processing is required. Supervisory experience preferred. Must maintain confidentiality of academic, personnel, and administrative matters and be able to work independently. Requires ability to effectively communicate and interact with all employees in every department.