ACADEMIC ADMINISTRATIVE ASSISTANT

Job Description:

**Academic administrative assistants** have their role with university or college administrators, such as the Dean or Chancellor. As with administrative assistants in other settings, education administrative assistants answer phones, file records, and greet visitors. Working in an academic setting, these assistants offer high-level administrative support such as assisting with accreditation activities, faculty schedules, and new program development activities.

Job Responsibilities:

* Provides administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.
* Assists faculty by answering questions and providing information, locating desired information and materials, typing, collating, or otherwise assisting in test preparation, preparing and/or proofreading manuscripts, correspondence, and other material, obtaining desk copies of textbooks, making travel arrangements, and preparing expense reports.
* Assists students by determining who can best provide information needed by the student, providing basic and initial assistance to students with questions about classes, registration, permissions, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures), and assigning advisors.
* Supports the work of the department by purchasing equipment and supplies, maintaining an inventory of office supplies, and utilizing the appropriate process to pay for goods or services purchased by the department.
* Helps to organize and conduct departmental events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservations, and assisting with the event as it occurs.
* May assist with the collection of credentials and other required material during searches and/or collect scholarship applications and admission applications to competitive admission programs.
* Supports the administrative business functions of the department by obtaining and processing textbook adoptions, creating brochures and newsletters, organizing the faculty evaluation process, maintaining and updating the departmental website or databases, preparing personnel action forms and position authorizations as directed, verifying and processing student and part-time employee time records, scheduling the use of classrooms, department facilities, or meeting rooms, and maintaining the security of classrooms, labs, equipment, and records.
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
* Remains competent and current by attending professional development courses, software training classes, and courses and/or training sessions as directed by the Department Head or required by the University.
* Supports the department by performing all other duties as assigned by the department head.

Job Qualifications:

* Associates in administration or related field
* Bachelors in administration or related field preferred
* Experience as an academic administrative assistant

Opportunities as an academic administrative assistant or are available for applicants without experience in which more than one an academic administrative assistant is needed in an area such that an experienced an academic administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Awareness of the university policies and administration