

## **Administrative Assistant, Academic Affairs**

<b>Classification</b>	Full-Time, Non-Exempt, 12-month
<b>Department/Division</b>	Academic Affairs/Academic Affairs
<b>Reports To</b>	Executive Assistant to the Provost and Vice President for Academic Affairs

### **About King's**

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

### **EEO Statement**

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

### **Job Function**

The Administrative Assistant provides administrative support to the Provost & Vice President for Academic Affairs, the Associate Vice President for Academic Affairs & Dean of Arts and Sciences, and the Associate Vice President for Academic Success.

### **Essential Elements**

1. Provides high-level administrative support to multiple Vice-Presidents, including creating correspondence, maintaining reports, calendar management, mail processing and screening of telephone phone calls.
2. Posts and keeps records of class cancellations.
3. Maintains inventory of course syllabi, converts them to PDF's and uploads to SharePoint site.
4. Functions as the initial contact for processing student excessive absence reports when notices are received electronically from faculty via student success email system.
5. Reviews, analyzes, assesses, and processes information with regard to student college withdrawals, including for students on the Academic Standing Report from Academic Advisement, administrative withdrawals for billing issues from the Business Office. Consults with Counseling Center as needed.
6. Prepares listing for Dean's List cards and arranges them for mailing.
7. Assists in the processing of Faculty Travel Requests and returns.
8. Assists with the processes for sabbatical leave, tenure and promotion, and 3<sup>rd</sup> year review files. Uploads and maintains the SharePoint site for them, aiding committee members as needed.
9. Calculates HOPE FUND allocation of funds to students, allocation letters, student follow up with rentals, billings to Business Office, and Achievement Plus student questions concerning the HOPE FUND Book/Laptop program, and balancing student book funds with E-Campus/Business Office records. Work with other departments for grant monies, including the Financial Aid Department for student need requirements.

10. Assists with Faculty updates for the College Catalogue.
11. Assists in Graduate Catalog updates.
12. Collaborates and supports the functions of the Institutional Research Department.
13. Coordinates with the CELT Director on faculty orientation and development events
14. Assists students having difficulty with log-in and billing issues with the E-Campus book company.
15. Assists in the preparation and cataloging of Faculty contracts.
16. Assists in administrative details of faculty searches including advertising and hotel reservations.
17. Processes Student evaluations of classes for the outside resource company.

### **Required Skills, Training, and Experience**

- Ability to work independently, managing projects and carrying out office responsibilities with high level of confidentiality is essential in order to effectively support the needs of Academic Affairs.
- Proficient in Microsoft Office Suite and other computer software and machinery.
- Proficient in CRM Advise programming.
- Excellent verbal and written communication skills. Ability to effectively communicate with diverse populations at various levels including students, faculty, staff and prospective faculty.
- Demonstrated ability to appropriately manage confidential formation.
- Demonstrated ability to work independently and take initiative.
- Able to establish effective working relationships with all staff and faculty that interact with Academic Affairs.
- Must be flexible in day-to-day assignments, be able to multitask and work under pressure at times.
- Must have strong organizational skills and the ability to set goals, prioritize work, and achieve deadlines and still maintain standards and produce quality work.

### **Physical Conditions**

Fast paced, high-energy environment. Typical office working conditions. Available for occasional evenings and/or weekends. Prolonged periods of sitting at a desk and working on a computer and telephone.