

Executive Assistant to VPSA

Classification	Full-Time Non-Exempt (Gr. 29)
Department	Student Affairs
Reports To	Vice President for Student Affairs

Job Function

Provides secretarial support for the Vice President for Student Affairs and Associate Vice President for Student Affairs/Dean of Students.

Essential Elements

1. Ability to work independently, managing projects and carrying out office responsibilities.
2. Answers and screens incoming calls and greets visitors in a friendly and courteous manner.
3. Maintains and schedules administrative staff calendars (Outlook, Bookings).
4. Performs clerical functions, including typing reports, memos, and correspondence.
5. Assists in the development, proofreading, and edits the Student Handbook. Checks documents, including brochures, and reports, for errors in content and proofreads text.
6. Coordinates purchasing for the office. Contacts service providers for the office copier, fax, printers, and computers.
7. Coordinates student conduct appeal process for Vice President and Associate Vice President.
8. Prepares information for the Student Life Committee- Board of Directors and President's Cabinet/Senior Staff Meetings.
9. Monitors Student Affairs budgets and prepares summary reports.
10. Coordinates publications (Off-Campus Parent and Student brochures, Alcohol and Drug brochure, FERPA brochure, VAWA publication) and mailing to students and parents.
11. Responds to inquiries from outside the College by individuals and organizations.
12. Works closely with administrative hearing officers to track and follow up on student conduct cases and sanctions process. Collects fines and restitution and conducts appropriate follow-ups for unpaid accounts.
13. Enters the Datatel/Ellucian System holds for overdue fines, changing residency codes for off-campus students and commuters, updates off-campus student contact information, and enters missing student contact information and parent/guardian information.
14. Enters data and prepares reports using the Guardian system for student conduct, Care Team, Title IX, and other functions.
15. Prepares correspondence and maintains records for Sexual Harassment/Title IX cases under the direction of the Title IX Coordinator (if Title IX remains in the Student Affairs Office).
16. Provides service to students, faculty, and staff, providing information and referring them to appropriate college offices.
17. Reviews and updates College web pages for the office (Dean of Students, Title IX, weather, etc.)
18. Collates data for statistical reports, including the office semester report, student conduct information, and other compliance reports, including preparing tables, graphs, and PowerPoint.
19. Assists the VPSA and AVP/Dean of Students in compiling assessment reports, divisional communications, and annual reports.
20. Receives divisional communication requests for the divisional staff listserv and consults the VPSA and/or AVPSA for approval prior to distribution.

21. Maintains confidential student records and prepares information for reference checks. Evaluates request for student records disclosure following FERPA and College policy.
22. Maintains class attendance records. Notifies faculty and other administrative offices when a student is absent for several days or due to a family or personal emergency.
23. Ability to create reports using DATATEL-CROA inquiry.
24. Evaluates inquiries and situation and contacts appropriate staff when the Vice President or Associate Vice President is unavailable.

Non-Essential Elements

1. Evaluates and maintains appropriate archival files for the division of student affairs in consultation with the VPSA.
2. Performs other related duties as assigned.

Required Skills, Training, and Experience

1. Excellent computer (IBM, Windows, Word, Excel, Outlook, DATATEL/Ellucian, CROA, Internet, PowerPoint, Guardian, One Hub, THD) and typing skills.
2. Excellent organizational ability and interpersonal skills.
3. Desire to work closely with students, families, and the public.
4. Ability to work independently.
5. Ability to work with individuals of diverse backgrounds

Working Conditions

Typical office working conditions.

Limited evening and weekend work is required.

Please submit applications to hr@kings.edu.

Internal applicants please submit applications no later than June 23, 2022.