



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Academic and Administrative Coordinator
DEPARTMENT: Academics
SUPERVISOR: Director of Academic and Faculty Support
STATUS: Full-time, Non-Exempt-Salaried

MAJOR PURPOSE:

Coordinates the policies, processes and procedures related to faculty employment in order to insure efficient recruitment, selection and onboarding of faculty. In addition, this position provides support to academic personnel and performs administrative tasks/functions, i.e. streamlining processes, coordinating procedures and collecting data necessary for communication and collaboration. The hours for this position are: 8am to 5pm, Monday through Friday on-campus.

ESSENTIAL FUNCTIONS:

1. Coordinate with and support Deans/Division chairs for recruitment and onboarding of faculty:
 - Assist Director of Academic and Faculty Support to provide Provost/Vice Provost support with budget management for the fiscal year in regards to academic hires.
 - Provide Provost's office with support, working directly with faculty/academic staff to facilitate faculty hiring processes, and coordinate new hire needs, i.e. facilities, IT support, HR requests for transition during onboarding.
 - Prepares and confirms faculty assignments and generate contracts.
 - Process Request to Hire (RTH) forms for new hires and input into the faculty module in CAMS Enterprise.
 - Support dissemination and tracking of all contracts by coordinating with relevant faculty and academic staff in order to maintain accuracy.
 - Create faculty personnel files and verify background and reference checks upon new faculty hires.
 - Oversee process and coordinate with academic administrative assistants to support to populate the system, i.e. master academic process spreadsheet (MAP).
 - Prepare and submit payroll documents, i.e. personnel action notice (PAN).
 - Coordinate and collaborate with academic administrative assistants to insure required processes and procedures for traditional undergrad, graduate, online, and Bay Area Campus are met.
 - Monitor faculty (full-time and part-time) workload in collaboration with all academic administrative assistants to insure faculty assignments are recorded/calculated, and to meet HR compliance within government regulations, i.e. Affordable Care Act.

- Collaborate with academic staff to provide support to the Accreditation Liaison Officer (ALO) with EER report during accreditation preparation, process and visits.
- Assist Director with development and implementation of new processes to improve communication and efficiencies across campus
- Under the direction of the Director, provide support to the Provost's office with new initiatives and research projects, and assist in coordinating faculty development events and guest lecture series.

Coordinate with the Administrative Assistant to the Office of the Provost, the management of:

- Support of ongoing projects, academic HR policies, processes and procedures.
- Support Deans and Associate Provost(s) as Provost's assignments/requests are made.
- Collaborate with Registrar's office, Student Life, Library/Learning Commons and academic staff to insure communication and efficient processes.
- Review, organize and provide safekeeping of accurate electronic records.
- Assist with gathering and compiling research and data for upcoming department reviews, annual reviews, and semi-annual reviews in conjunction with Institutional Research.
- Oversee and monitor assignments of student worker support.

Events and Meetings:

Coordinate related services for meetings, special events and faculty development events/guest lecture series, i.e. arrange for facilities, food and beverage service sponsored by Provost's Office, i.e. Celebration Chapel, Convocation Chapel, Preview Day, Transfer Day, Scholars Event and Commencement.

QUALIFICATIONS:

Education

- Bachelor's degree required.

Experience:

- 3-5 years as an administrative assistant supporting a senior executive or equivalent administrative experience required
- Experience in higher education preferred
- HR experience a plus
- Experience planning and implementing special events and activities.

Skills/Abilities

- The ability to take initiative for "next step."
- The ability to be flexible and multi-task and adapt to changing day-to-day assignments.
- The ideal candidate has the ability to develop, implement, and interpret policies and procedures and effectively communicate sensitive information verbally and in writing to a diverse population.
- Strong writing and research skills, including Internet research is essential.
- Good judgment, discretion, and ability to maintain confidences are required.

- Excellent organizational, interpersonal and problem solving skills required.
- The appropriate level of proficiency with word processing and spreadsheet applications is needed, i.e. google docs, excel, publisher, word.
- Ability to work overtime on occasion

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at will employer. Employees can be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date