



JOB TITLE: Administrative Assistant to VP of Academic Affairs
DEPARTMENT Academics
SUPERVISOR: VP of Academic Affairs
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Provide administrative support to the VPAA/CAO by coordinating information among the School Deans and by supporting academic processes and procedures, initiatives and program development, and events and operations.

This is a 100% on-campus position.

The salary range for this position is \$45,000 - \$55,000. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training, internal equity and location.

ESSENTIAL FUNCTIONS

Support to the VPAA

- Manage VPAA's calendar using Google Calendar, reimbursements, credit card transactions, university subscriptions and memberships, travel arrangements, etc.
- Anticipate and respond to general inquiries; screen and prioritize phone calls and meetings; direct individuals to appropriate persons and troubleshoot issues, including minor technical issues.
- Prepare documents and correspondence; manage internal approvals, including contract flow and execution; coordinate collection of materials for policy manuals (e.g. Faculty Manual, Academic Catalog); and maintain electronic filing systems using Adobe, Google Drive, etc.
- Collect and edit materials for submission on behalf of the VPAA to the Board of Trustees, for WSCUC reports and visits, university magazines and correspondence, special presentations, at the request of other departments, for social media, etc.
- Support financial transactions, including working with the Academic Budget Manager and University Controller to assist in maintaining appropriate financial records, provide periodic reports, and reconcile financial statements.
- Attend and provide support as needed for meetings at the request of the VPAA.
- Assign and manage faculty and academic staff office space; coordinate with Facilities to prepare and transition offices as needed.
- Coordinate with VPAA and/or designee on compensation structures and offers.
- In coordination with the Faculty Personnel Council Chair, maintain faculty ranking and tenure spreadsheet and related documentation
- Serve as VPAA academic liaison in coordination with other academic departments for major university-wide events (Scholars Showcase, Preview Day, etc.). Provide hospitality for university visitors for academic meetings and events (WSCUC, out-of-town partnerships, etc.).
- Create agendas, organize logistics and speakers, take minutes, create presentation and handouts, coordinate with food service providers, and develop follow up plans for periodic events (e.g. Deans Council, Academic Support and Operations, FT Faculty Business meetings, New Faculty Orientation), annual or semi-annual events (e.g.

Faculty Retreat, Convocation Chapel, Celebration Chapel, Commencement), and special events, coordinating with other departments as needed.

Academic Faculty and Staff

- Manage processes for communication across campus, i.e. Payment Request Forms (PRF's), Personnel Action Notices (PANs), Visa Reconciliations and Business Expense Reports, SmartSheet, Google Forms for surveys, MyJessup, website, organizational charts, VPAA Office Distribution List emails, etc.
- Develop and implement office management policies and standard operating procedures. In coordination with School Administrative Assistants, coordinate and order office supplies as needed, assist with scheduling and establishing cohort dates, standardizing letterhead and titles for business cards and office name plates for brand consistency, etc.
- In coordination with HR, support School Administrative Assistants in the implementation of the recruitment, hiring, and onboarding process of new faculty and academic staff.
- Support the Academic Contract and Technology Support Coordinator in the finalization and distribution of faculty contracts. Coordinate with HR in determining employee status, and with the academic deans on ensuring the fulfillment of contractual obligations.
- Manage and coordinate master calendar of academic events and activities, annual academic meetings schedule, and academic councils and committees' roster.
- Scheduling meetings across departments (in-person, Zoom, phone, webinars) utilizing MIDAS (scheduling system)

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree preferred

REQUIRED KNOWLEDGE/EXPERIENCE:

- Five (5) years' experience as an administrative assistant preferably in higher education
- Experience planning and implementing special events and activities.
- Excellent computer skills, proficient with Word, Excel, PowerPoint, etc. and familiarity with Google apps and comfortable learning new technical systems as needed

SKILLS/ABILITIES:

- Excellent interpersonal and problem-solving skills; collaborative
- Strong organizational skills, ability to work independently and critical thinking ability
- Strong detail orientation with a bias for action and consistent follow-through
- Strong writing and research skills, including Internet research
- The ability to develop, implement, and interpret policies and procedures and effectively communicate sensitive information verbally and in writing to a diverse population.
- Good judgment, discretion, and the ability to maintain confidences are necessary.
- Ability to handle diverse tasks, multiple priorities and ability to multi-task

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University 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, crouch 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 25 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 are 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 may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date