Saint Michael's College
Job Description

Job Title: Administrative Assistant - Graduate Program

Department: Academic Affairs

Supervisor or Manager: Assistant to the Provost/Supervisor of Faculty Secretaries

Date Created: 7/20/2005    Last Revised: 7/20/2005    FLSA Status: NE

Approved by (print name): ________________________    Signature: ________________________

It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:

- Director and faculty of the graduate program are receiving effective and accurate administrative support
- A busy academic office runs smoothly

Essential Duties and Responsibilities:

- Performs a wide range of receptionist duties and acts as a liaison with faculty, staff, students and external entities including applicants to the program and vendors
- Serves as the program liaison between faculty, students, and college staff members
- Processes and maintains graduate students' applications, files and letters of acceptance
- Maintains files and documentation for enrolled students
- Coordinates departmental meetings, class presentations, Master's thesis defenses, and special events
- Organizes and implements office services for full-time and adjunct faculty
- Inputs data and coordinates each new semester's course schedule
- Monitors and modifies course descriptions each semester
- Distributes and tabulates end of semester instructors' evaluations for 35+ courses each semester
- Creates and revises a vast number of informational documents for internal and external distribution including handouts, distribution lists, evaluations, mailings, correspondence, surveys, etc.
- Revises portions of the Graduate Catalog for publication
- Orders, maintains and monitors departmental supplies
- Processes "Requests for Payment" for teachers, supervisors, and faculty
- Monitors department budget and reconciles expenses with budget reports
- Trains, coordinates and supervises work study students assigned to department

Secondary Responsibilities:

- Organizes on-campus housing for summer instructors
- Coordinates office relocations for faculty
- Assists faculty with computer questions or printer problems
- Provides copier assistance as needed
- Attends graduate open house events
- Performs back-up coverage for administrative assistants

Positions Supervised:

- Work-study students
Position’s Major Contacts:
- Director of graduate program and faculty
- Prospective students, applicants and current students
- Office of Admission’s office personnel
- Registrar’s office personnel
- SMC staff – IT, Physical Plant, Sodexho, Special Events, Purchasing, Business Office
- Vendors

Demonstrates Excellence in this Position:
- Elicits a positive and welcoming manner at all times
- Has a perpetually self-motivated, self-directed work style with the ability to be an effective team member
- Works well under pressure with deadlines and time constraints
- Exhibits highly effective organizational, interpersonal and oral/written communications skill
- Brings a high level of accuracy and attention to detail to every task
- Exercises utmost respect and complete discretion in handling confidential information
- Works continually to improve the organization and efficiency of the program by streamlining procedures

Education and Work Experience Required:
- High school diploma plus some post-secondary education, work experience, or specialized training
- Previous experience working in an office environment

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills Required:

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<th>Working Knowledge</th>
<th>Intermediate</th>
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Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
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- No or very limited exposure to physical risk

While performing the duties of Administrative Assistant, the employee is occasionally required to lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- None

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.