Saint Michael's College
Job Description

Job Title: Administrative Assistant, Graduate Theology Programs

Department: Academic Affairs

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

Date Created: 12/14/05 Last Revised: 12/14/05 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 typing projects are completed accurately and in a timely manner
- Student inquiries are addressed efficiently
- Supplies are maintained at an optimum level, with a minimum outlay of expenses
- Graduate Theology Program’s setup/tear down is completed on schedule

Essential Duties and Responsibilities:
- Types material such as exams, papers, surveys, reports, syllabi
- Maintains spreadsheets and databases
- Answers inquiries accurately from students/faculty
- Complies with College procedures when processing reimbursements, stipends, bills, credit cards
- Coordinates special events

Secondary Responsibilities:
- Supports other staff as needed
- Connects with other agencies on campus (e.g. Housing, Special Events, Sodhexo, IT, Admissions) to facilitate smooth operation of programs
- Provides assistance for Graduate Open House events

Positions Supervised:
- Work-study students

Position’s Major Contacts:
- Director of Graduate Theology
- Chair and faculty of Mathematics, Economics, Philosophy, Classics, Computer Science, Religious Studies
- Director of Institutional Research
- Office of Admission
- Director Assistant Director for Conference and Special Events
- Print Shop
- Accounts Payable
- Human Resources
- Other Secretaries and Administrative Assistants,
- Registrar’s Office
- Graduate Theology faculty (some overseas, nearly all adjuncts)
- IT department
- Students (undergraduate and graduate)
- Sodhexo
- Copier Technician and Office Max Representatives
Demonstrates Excellence in this Position:
- Shows highly competent ability to analyze budget information, compose letters, communicate effectively with staff, students, and faculty in courteous, efficient manner
- Exhibits flexibility, patience and an exceptionally professional demeanor at all times
- Meets deadlines with a great deal of accuracy

Education and Work Experience Required:
- Associate’s degree or equivalent combination of education and experience
- Previous supervisory experience
- Knowledge of basic Accounting/Purchasing principles

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

While performing the duties of Administrative Assistant, Graduate Programs, the employee is occasionally required to lift and/or move 26-50 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:

- Flexibility to work some weekend/after hours to ensure smooth running/social interaction for Graduate Theology.
- Sensitivity to nature of subject, an appreciation of issues that are characteristic to people of religious orders, and also when interacting with mature students, foreign students, and faculty.
- Ability to connect with other campus agencies to ensure success of Graduate Theology Session.
- Willingness to have patience and sensitivity to youth when interacting with undergraduates.

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.