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:**
- Clerical/administrative assistance to Associate Dean of the College is provided
- Students and their parents receive the appropriate assistance, answers and information regarding academic concerns
- Faculty is supplied with information and support with regard to academic and student-related matters
- Communication lines stay open to other campus offices regarding student-related academic matters

**Essential Duties and Responsibilities:**
- Communicates with students, parents, faculty and staff regarding matters such as student absences, academic concerns and graduation issues
- Tracks and facilitates payment to faculty supervisors of Independent Study/Research/Add-on Credit
- Maintains database and prepares reports for Associate Dean’s review including budget, faculty compensation records for IS/IR/Add-on Credit, academic integrity, probation, dismissals, withdrawals/leaves of absence, academic advisor information
- Schedules meetings as needed
- Handles office correspondence and filing
- Helps coordinate and implement certain special events (review appropriate sections of New Student Manual, organize Summer Registration Days, Fall Opening academic events and New Student Convocation, fall academic advisor meeting)
- Oversees budgets for academic support, advises staff on budget matters

**Secondary Responsibilities:**
- Communicates with other departments as needed
- Performs follow-up communications
- Makes travel arrangements
- Orders supplies
- Manage (AVIC) semester exchange program

**Positions Supervised:**
- Work-study students (occasionally)

**Position’s Major Contacts:**
- Students
- Parents
- Registrar’s staff
- Faculty
- Student Life staff (Student Resource Center, Residence Life, Health Services, Athletics)
- Klein Commons staff (Learning Disabilities Liaison, Tutoring Coordinator, Study Abroad Director)
Demonstrates Excellence in this Position:

- Exhibits an exemplary, thorough understanding of College rules and regulations with particular emphasis on academic policy
- Handles student matters with utmost respect, confidentiality and discretion
- Communicates skillfully with all contacts, exuding a professional manner at all times
- Maintains order and works with a high level of organization when maintaining files, records, and data

Education and Work Experience Required:

- Associate’s degree or equivalent combination of education and experience
- Previous office experience/management with a high proficiency in word processing

Analytic Skills Required:

- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

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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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
- No or very limited exposure to physical risk
While performing the duties of Administrative Assistant, Office of the Associate Dean, 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 irregular hours due to certain special events (Summer Registration Days, New Student Convocation)

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.