Saint Michael's College
Job Description

Job Title: Administrative Assistant to the Graduate Clinical Psychology 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

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:
• Support to the Director and faculty of the graduate clinical psychology program is provided
• Prospective and enrolled students of the program have a reliable, accessible contact person

Essential Duties and Responsibilities:
• Answers calls or e-mails with questions regarding the program
• Establishes a relationship with prospective students to promote the college and the program
• Maintains applications to the program and follows up to students with incomplete files; prepares student applications for Director’s review; coordinates with Admissions on applications, forwards inquiries to be mailed, confirms information on file in Datatel, uses Datatel to report on prospective students, and forwards acceptance letters to be entered in Datatel
• Coordinates student interviews with the Director
• Maintains accepted and enrolled student files and keeps track of enrolled students’ candidacy, incomplete grades, degree requirements, continuous enrollment, and statute of limitations
• Coordinates enrolled student information with the Director, faculty and the registrar’s office
• Assists students when completing the program, coordinates final paper arrangements and degree requirements for graduation
• Arranges program events such as Annual Retreat, Orientation/Dietzel Award Ceremony and assists with Holiday student/faculty get-together
• Makes hotel/travel arrangements, coordinates speakers, plans menus, creates and mails invitations, orders plaques and maintains event costs
• Maintains program budget, submits requests for payment to Human Resource and Accounts Payable, purchase orders, faculty contracts, report of reconciliation with budget, predicts available funds and reports to the director
• Revises program handbook to include program updates, new policies, editing and proofing
• Coordinates edits of program handbook with the Director, monitors production with printer and SMC publication policies
• Produces program directory, including word-processing new additions and updates, editing and proofing as well as its mailing to students, alumni, and faculty
• Coordinates program directory production with the Director, monitors production with printer and SMC publication policies
• Handles program newsletter production, assisting director and program Admissions Director with initial creation, edits and monitors production with printer and SMC publication policies
• Provides faculty assistance including copying, typing and mailing letters to and for students, typing exams, semester schedules and information, typing syllabus, updating Curriculum Vitae’s, ordering and maintaining supplies, semester evaluations, and any general assistance needed
• Creates a new Final Paper Guidelines booklet with Research Seminar faculty and meets to discuss content, typing, formatting of booklet, editing and printing
• Updates Graduate Catalog performs editing associated with changes
• Supervises work-study student(s)
• Provides assistance with program web-site and does occasional updating
Saint Michael's College
Job Title: Administrative Assistant to the Graduate Clinical Psychology Program

**Secondary Responsibilities:**
- None

**Positions Supervised:**
- Work-study student(s)

**Position’s Major Contacts:**
- Director of the Program
- Prospective and current students
- Alumni
- Faculty
- Director of Admission and Marketing
- Office of Admission staff
- Associate Dean for Academic Affairs
- Registrar’s Office
- Print Shop
- Library
- Purchasing
- Business Office
- Sodexho
- Special Events

**Demonstrates Excellence:**
- Exhibits a strong commitment to the goals and mission of the GPS
- Actively works with the Director to improve the quality of the program as a troubleshooter and problem solver
- Is extremely welcoming, clear and knowledgeable about the program as the first and primary contact that prospective and current students usually talk to on the telephone
- Takes an active interest in the academic success of each student, and sees the admissions process, and documentation of academic decisions and records as an integral part of that success
- Proofreads for content and style as well as accuracy, and works to improve communications from the program when preparing documents, publications, publicity, and other materials for the GPS
- Works to improve the organization and efficiency of the GPS office by streamlining communication procedures with students and faculty, record keeping, monitoring deadlines for students, and advising the Director of impending administrative deadlines
- Provides outstanding support to the adjunct faculty, and is clear about what services can and cannot be provided to assist them in their work

**Education and Work Experience:**
- High school diploma plus some post-secondary education, work experience, or specialized training

**Analytic Skills:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures

**Language and Literacy Skills:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.
Computer/Technology Skills:

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quark</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Datatel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 to the Graduate Clinical Psychology Program, the employee is occasionally required to lift and/or move up to 10 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 required

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.