Saint Michael's College
Job Description

Job Title: Administrative Assistant, Graduate Education

Department: Academic Affairs

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

Date Created: 07/08/2005 Last Revised: 07/08/2005 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:
- Effective and accurate administrative assistance is provided to faculty and students in the Graduate Education department
- The activities of a busy academic office are coordinated and a high level of support is provided
- A liaison is maintained between department and faculty, students, and other College staff members

Essential Duties and Responsibilities:
- Coordinates and implements office services for Graduate Education Department and other full-time and adjunct faculty
- Processes graduate students’ applications, files and letters of acceptance
- Maintains 350+ matriculated Graduate Education students’ files
- Inputs data and coordinates each new semester’s course schedule
- Monitors and modifies all GED course descriptions each semester
- Records and regulates class registrations for 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
- Revises portions of the Graduate Catalog for publication
- Performs a wide range of receptionist duties and acts as a liaison with faculty, staff, students and external entities including schools, principals, cooperating teachers and vendors
- Coordinates departmental meetings, class presentations, Master’s Thesis defenses, and special events
- Orders, maintains and monitors departmental supplies
- Utilizes the many programs in Microsoft Windows XP to create handouts, distribution lists, evaluations, mailings, correspondence, surveys, etc.
- Maintains files and documentation for students completing requirements and recommendations for Vermont Educator’s licensure
- Processes “Requests for Payment” for participating teachers, supervisors, and faculty
- Monitors department budget and reconciles expenses with budget reports
- Trains and supervises work study students assigned to department
- Oversees and coordinates the work of assigned work-study students

Secondary Responsibilities:
- Organizes on-campus housing for summer instructors
- Coordinates office relocations for faculty
- Assists faculty with computer questions, printer problems and copier operation

Positions Supervised:
- Work-study students (2)
Saint Michael’s College  
Job Description  
Job Title: Administrative Assistant, Graduate Education

**Position's Major Contacts:**
- Graduate Education faculty and adjuncts
- Graduate Education students and applicants
- Undergraduate Education faculty and students
- Saint Michael’s College staff — I. T., Custodial, Sodexho employees, Administrative, etc.
- Potential students and their families
- Vendors

**Demonstrates Excellence in this Position:**
- Executes administrative/secretarial services in an extremely prompt and accurate manner
- Delivers highly effective communication with a positive and personable attitude
- Possesses exceptional time management and organizational skills
- Handles oneself with a consistently dependable, reliable and professional demeanor

**Education and Work Experience Required:**
- Bachelor’s degree or equivalent combination of education and experience
- Previous office management experience with highly effective organizational, communication and time management skills

**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 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 Required:**

<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></td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>X</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>X</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, Graduate Education, 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:**
- 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.