Saint Michael's College
Job Description

Job Title: Administrative Assistant

Department: Business and Accounting Department; Master of Science in Administration Program

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:
- Efficient and accurate administrative assistance is provided to the faculty and students in the Master of Science in Administration (MSA) Program and the Department of Business and Accounting (B & A)
- Day-to-day workings of the MSA Program and B & A departments are running smoothly

Essential Duties and Responsibilities:
- Provides information to faculty and students regarding all aspects of the college
- Operates and coordinates maintenance of office equipment such as fax machines, copier, shared printer, and phone systems
- Orders, maintains, and monitors departmental supplies
- Utilizes computers for electronic mail, spreadsheet, word processing, database management, Datatel, and other applications
- Notifies students when classes are canceled
- Plans, organizes, and arranges special events such as students/faculty receptions, Sigma Beta Delta induction ceremony, Leadership Dinner, Enterprise Plan and Business Ethics Case Competitions
- Prepares letters to students, faculty, and the public
- Processes credit card bills and all payment requests

Business and Accounting Department
- Makes travel and meal arrangements and processes bills for prospective faculty members
- Compiles a list of Business and Accounting Adjunct Faculty information each semester for Dean’s Office
- Collects curriculum vitae from all new faculty members for Dean’s Office
- Maintains students’ advisee files
- Assists Chair with assigning student advisees
- Organizes and arranges pre-registration meetings for faculty advisors and students each semester
- Distributes incoming mail and other materials to faculty
- Completes forms in accordance with college procedures
- Makes copies of correspondence and printed material
- Composes, types, and distributes departmental minutes, exams, correspondence and reports
- Reviews and edits correspondence and documents to check spelling and grammar, to ensure that college format policies are followed, and to recommend revisions

Master of Science in Administration Program (MSA)
- Maintains accepted student files
- Opens department mail and processes forms
- Collects information and maintains file system for syllabi each semester
- Gathers curriculum vitae from new faculty members for the Dean’s Office and MSA file
- Prepares the master MSA course schedule on a semester basis and updates course descriptions by faculty review
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- Edits the master MSA portion of the graduate catalogue and updates course descriptions by faculty review
- Mails schedules, book order forms, and change of address forms to faculty each semester
- Initiates contract requests for faculty each semester
- Creates, makes copies, and mails course evaluations to MSA faculty
- Retrieves, collates, and files MSA faculty evaluations
- Collects and compiles Rutland course listings each semester
- Coordinates and processes theses for students

Secondary Responsibilities:
- Trains Graduate Assistant and work-study students
- Maintains file system of syllabi for the B & A department
- Gather s and delivers grade sheets, mid-semester warnings, and evaluations to B & A faculty
- Collects syllabi each semester for Dean’s Office for the B & A department
- Attends Graduate Open Houses, meets with prospective students, and presents MSA program information as needed
- Sends confirmations to prospective students for Saint Michael’s College Exploration Week
- Keeps track of and refills graduate information rack

Positions Supervised:
- Work-study Students (4-5)
- Teaching Assistants (4-6)

Position’s Major Contacts:
- Department of Business and Accounting Faculty (full time and adjunct)
- MSA Faculty (full-time and adjunct)
- Saint Michael’s College staff
- Saint Michael’s College undergraduate students
- Saint Michael’s College graduate students
- The public

Demonstrates Excellence in this Position:
- Delivers a consistently prompt turnaround of requested work (preparation of documents/letters, copying etc.)
- Exhibits a high level of accuracy in production of requested materials
- Maintains impeccable, correct budget and expense records at all times
- Handles special events logistics expeditiously and with great attention to detail
- Conveys a very personable and welcoming attitude when responding to inquiries and requests for assistance

Education and Work Experience Required:
- Associate’s degree or equivalent combination of education and experience

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.
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**Computer/Technology Skills Required:**

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<th>Working Knowledge</th>
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**Licenses, Certifications and Other Requirements:**

- None specified

**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, 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

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.