Saint Michael's College  
Job Description

Job Title: Assistant to the Provost/Supervisor for Faculty Secretaries

Department: Academic Affairs

Supervisor or Manager: The Provost

Date Created: 07/11/2005    Last Revised: 07/11/2005    FLSA Status: E

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:
- Daily operation of the office of the Provost runs smoothly
- Effective administrative assistance is provided to the Provost/Vice President for Academic Affairs and faculty
- Staff from Academic Affairs and other departments, parents and alumni are delivered prompt and courteous communication
- The Faculty Secretary system is monitored and guided so that faculty have the assistance they need yet work is balanced among the secretaries

Essential Duties and Responsibilities:
- Manages daily calendar for Provost/VPAA
- Schedules and arranges meetings, coordinates logistics, prepares agendas and materials, takes and prepares minutes for formal and informal meetings
- Organizes and maintains a variety of general and specialized records and files
- Provides administrative support to faculty committees (Faculty Council, Faculty Welfare, Faculty Assembly, Faculty Development, Lecture, etc.)
- Processes budget expenditures for VPAA, faculty development, lecture series, faculty secretaries’ budgets
- Coordinates and oversees annual planning for commencement and academic convocation ceremony
- Makes travel arrangements for Provost/VPAA and others for various conferences and events
- Writes general letters of acknowledgement and thanks
- Processes Provost’s correspondence and reports
- Creates documents, spreadsheets, organizational charts, and reports using a variety of software products (MS Word, Excel, Access, Visio, etc.)
- Maintains faculty office assignment information and makes recommendations for new faculty placement
- Researches and orders office equipment
- Hires, evaluates, monitors and guides faculty secretaries
- Trains and supervises student assistants
- Coordinates special projects and events such as Academic Hall of Fame
- Provides administrative back-up coverage for the office of the Dean and Associate Dean
- Maintains Academic Affairs public folder with documents and current committee assignments, etc. pertaining to faculty
- Monitors and maintains the Commencement web site
- Deals effectively and tactfully with a variety of individuals
- Works carefully with confidential and sensitive material

Secondary Responsibilities:
- Organizes the annual Christmas luncheon to help build rapport among staff
- Serves as Notary Public
- Maintains coffee supplies for Faculty Lounge and Provost’s office
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**Positions Supervised:**
- Administrative Assistant – ½ time (1)
- Faculty Secretary/Administrative Assistants (7)

**Position’s Major Contacts:**
- Faculty Secretaries/Administrative Assistants
- President and staff of the President’s office
- Vice Presidents and VP Executive Assistants
- Dean of the College, Associate Dean of the College and all direct reports to the VPAA
- Department Chairs/Faculty
- Parents
- Alumni
- Students
- Provosts, Vice Presidents, Deans and faculty from other colleges and universities
- Vendors (e.g. Boise/Office Max representatives, Symquest representatives, etc.)
- Honored guests of the College such as honorary degree recipients, academic hall of fame inductees, speakers, etc.

**Demonstrates Excellence in this Position:**
- Anticipates the needs of the Provost/VPAA so that material can be organized and prepared in advance
- Assesses situations correctly and determines the appropriate priorities or actions for daily, weekly and/or monthly tasks
- Demonstrates a proven ability to problem solve as challenging situations arise
- Interacts skillfully with all contacts using utmost tact and courtesy
- Handles all matters professionally and with discretion, acting as a positive role model for staff
- Extends working hours when necessary to achieve time-sensitive objectives

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

**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 a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills Required:**

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<th>Working Knowledge</th>
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</tr>
</tbody>
</table>

Microsoft Access | None | working knowledge | Intermediate | X highly proficient |
Visio            | None | working knowledge | X intermediate | highly proficient
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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 Assistant to the Provost, Supervisor for Faculty Secretaries, 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.