



Job Title: Administrative Assistant	Division/Department: College of Arts & Sciences
Location: Main Campus	Reports to: CAS Associate Dean/Chief Assessment Officer

POSITION SUMMARY: The Administrative Assistance will provide assistance to the Associate Dean in the various activities and functions of the Office of College of Arts and Sciences (CAS) and of CAS assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the primary point of contact for the Associate Dean.
- Serve as recording secretary at the College of Arts and Sciences faculty meetings.
- Know and follow the policies and procedures of CAS and the university.
- Assist visitors in a professional manner by providing information and direction they may need.
- Answer incoming calls for CAS, referring them to the appropriate person, taking messages, or providing appropriate and necessary information.
- Schedule appointments and maintain an updated calendar.
- Order CAS office supplies as needed.
- Follow-up with faculty regarding assignments/projects assigned by the Associate Dean.
- Create and proof professional and effective written communications, including reporting, to internal and external constituents.
- Create and maintain records related to CAS functions, such as records regarding faculty, students, accreditation, assessment, and other special projects.
- Create and maintain databases related to activities and functions of CAS.
- Create and maintain spreadsheets for CAS activities, such as tracking approved expenditure, verifying charges to the CAS and School budgets, and other activities.
- Coordinate day-to-day activities of CAS
- Coordinate special projects of CAS.
- Assist the Associate Dean/Chief Assessment Officer in assessment activities, such as CAAP, ACT, MBTI, etc.), and other data collection and reporting.
- Assist and instruct faculty in creating and maintaining accurate spreadsheets and reports for assessment of student learning.
- Assist in the functions of the university as requested by the Associate Dean or the Vice President for Academic Affairs.
- Perform other duties as assigned.

OTHER QUALIFICATIONS:

- Organizational skills necessary to manage records, order multiple priorities, and multi-task projects and to follow up in a timely manner.
- Ability to give attention to detail.
- Excellent written and oral skills with ability to detect and correct grammatical errors in written materials.
- Accurate mathematical computation skills, including accurate creation of complex formulas in Microsoft Excel.
- Effective interpersonal skills necessary to work successfully with diverse individuals and groups.

EDUCATION and/or EXPERIENCE:

Associates degree required, prefer Bachelor’s degree, or equivalent combination of education and experience. Experience in public school or higher education preferred.

COMPUTER SKILLS:

Must have current knowledge and advanced skills of Microsoft Office applications of Outlook, Word, Excel, and Access. Must be able to type at least 45 words per minute.

PHYSICAL DEMANDS: The physical demands may require lifting containers of files or office equipment that weigh up to 50 pounds. This position requires operating standard office equipment, Scantron machine, and keyboard/computer.



MID-AMERICA
CHRISTIAN UNIVERSITY

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.