



Classification Description

**Job Title: Coordinator, Academic Affairs-Arts,
Humanities and Social Sciences**

Pay Grade: 107

Job Code: 4233

FLSA Status: Non-Exempt

Job Purpose

This is professional work in support of the School of Arts, Humanities and Social Sciences within the Division of Academic Affairs requiring long-range planning skills and the ability to coordinate the completion of multiple tasks and projects within established time frames. This position holds the role of the Academic Affairs Coordinator for the Arts, Humanities & Social Sciences, which includes six (6) academic departments: Performing and Visual Arts, Communication Studies, English, Academic Success, Humanities and Social Sciences. This position is supervised by the Dean of the School of Arts, Humanities and Social Sciences.

General Responsibilities

Essential Functions

Provides support for the faculty and instruction-related staff within the School of Arts, Humanities and Social Sciences.

Reviews and makes appropriate recommendations for revisions to academic-related College operating procedures. Produces appropriate academic-related guides and forms as required.

Coordinates communication documents to include, but not limited to, administrative directives, dissemination of College/department policy and procedures, meeting agendas, etc.

Performs departmental filing and retrieval of various records, files, forms, reports, and/or related department documents, as directed.

Uses appropriate office technology to create, transfer, transcribe or compose departmental documents (i.e. meeting minutes, correspondence, and memoranda) in prescribed formats (i.e. fax, e-mail, campus mail, etc.).

Utilizes advanced level ability to create/edit documents and use special features of word processing and spreadsheet applications.

Operates a variety of office equipment in performing routine administrative support tasks, (i.e., fax machine, copier, calculator, computer, phone system).

COORDINATOR, ACADEMIC AFFAIRS – ARTS, HUMANITIES, & SOCIAL SCIENCES

Assists students and staff utilizing services of the School in a pleasant and professional manner; understands the services, policies and procedures offered and provides information or assistance as requested.

Works with students to determine learning needs. In collaboration with faculty, provides educational plan support and assistance to students to ensure academic success.

Maintains neat and orderly facilities to ensure an environment conducive to student learning; ensures facilities and equipment are in proper working condition; takes appropriate precautions to ensure a safe and secure learning environment.

Maintains assigned work area, including preparing materials, organizing materials and supplies, and scheduling activities and learning experiences within the area of assignment.

Performs required institutional functions, such as serving on College committees, attending meetings, etc., as assigned.

Presents department orientation sessions at the beginning of each semester, as assigned.

Attends and participates in faculty meetings, as directed.

Prepares specialized materials, financial statistics and other data needed by employees, students, or staff.

Manages Discover system to enter textbook adoptions prior to the deadline and tracks adoptions each term. Works closely with Department Chairs to ensure adoptions are correct. Works with Department Chairs to ensure faculty receive copies of new adoptions, as needed.

Processes and manages all travel for International Education within the School of Arts, Humanities and Social Sciences. Works closely with International Education to obtain approval of additional expenses by traveler. Makes sure all travel is submitted in advance of trip and closes out in a timely manner.

Tracks and manages Credit Reviews, Faculty Qualification forms, contracts and travel for all Faculty, Dean, and Associate Dean of the School of Arts, Humanities and Social Sciences. Handles flight, hotel, car rental, and conference registration transactions for all faculty within SoAHSS. Manages all receipts and reconciling of payments.

Assists and supports Staff Assistants, Administrative Assistants, and Coordinators with questions and tasks as they arise. Shares and communicates working knowledge and functional experience with others.

Manages approval of Time Sheets for Work Study Student Assistants, Student Assistants, and ARC Grant Student Assistants.

Assists the Center for Undergrad Research/Honors Program with various tasks related to finances.

COORDINATOR, ACADEMIC AFFAIRS – ARTS, HUMANITIES, & SOCIAL SCIENCES

Enters FLAC in Banner 9 for the entire School of Arts, Humanities and Social Sciences every term, ensuring that all Faculty and Adjunct Professors are paid on a timely manner. Enters all Stipends/Special Pay Personnel Action Forms (PAF) as required each term.

Coordinates with other schedulers on a regular basis. Attends monthly meetings to cover changes and upcoming deadlines.

Serves as reconciler and backup for other Staff Assistants, Administrative Assistants, and Executive Assistants' P-card transactions. Responsible for approving and uploading receipts for all transactions throughout the fiscal year.

Coordinates and tracks setting up new faculty hires in office spaces. Works closely with Facilities and IT to request computer, phone, keys, signage, parking pass, and ensure office space has required furniture and supplies.

Manages and submits Facilities requests as needed pertaining to Humanities Hall and various classroom issues as they arise.

Manages and tracks all expenses within SoAHSS. Continually monitors balances within the SoAHSS budget to ensure funds are available for all transactions.

Creates and submits contracts, purchase orders, and check requests. Ensures contracts are approved in advance of event and/or purchases and ensures invoices are tracked and processed in a timely manner.

Places office supply orders for multiple departments, as requested.

Manages and tracks all FEE Awards and ARC Grants as they are awarded. Sets up contracts, travel, and purchases for each award/grant, as needed. Reconciles expenditures from each award/grant and provides a tracker of expenses.

Coordinates and supervises special projects that may be complex/specialized in nature, as assigned.

May supervise and schedule student tutors.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Four (4) years of professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

Ability to travel independently within the College's service district.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

COORDINATOR, ACADEMIC AFFAIRS – ARTS, HUMANITIES, & SOCIAL SCIENCES

- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 4, 2024. Revised: July 1, 2024.