Classification Description

Job Title: **Executive Assistant and Coordinator, Academic Affairs**

Pay Grade: **110**

Job Code: **4310**

FLSA Status: **Exempt**

Job Purpose

This position provides executive level administrative support to the Vice President of Academic Affairs (VPAA) and coordinates the administrative functions of all five (5) academic Schools reporting to this office, as well as International Studies, Distance Learning, Academic Advising, the Registrar, the Center for Teaching and Learning Excellence, and Workforce Education. In addition to performing the functions of Executive Assistant, it requires excellent organizational and long-range planning skills and the ability to coordinate the completion of multiple tasks within established time frames. This will include handling complex duties such as planning, coordinating and completing special assignments related to the operational efficiency of all units supervised by the Vice President of Academic Affairs. Tasks may also include professionally preparing/formatting presentations, minutes, and reports; maintaining a coordinated Division calendar, planning and scheduling special events/meetings; and serving as a conduit for Division-wide communication. This position is distinguished from that of Administrative Assistant by greater complexity, scope of support, and a broader range of responsibilities. Being a "self-starter" with a keen understanding of College protocols is essential to this position.

General Responsibilities

Essential Functions

Coordinates the accurate completion of routine administrative Division/department functions, interacting as appropriate and necessary with other functional areas of Academic Affairs and the College at-large, as appropriate.

Participates in the preparation, development and assembly of Board of Trustee materials as required by supervisor.

Coordinates intra and inter-departmental communications to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, and preparation of meeting agendas/related materials.

Assists supervisor in both routine and special department projects which may include research, data compilation and report preparation.

Coordinates and maintains departmental filing system (electronic and "traditional") to include supervisor's files, all department records, forms, reports, etc.

Monitors and manages assigned budgets to include grant budgets where applicable with accuracy and transparency per College guidelines, policies and procedures. Tracks and ensures that recurring membership invoices are paid in a timely manner.

Oversees the maintenance of accounting records for Academic Affairs, which may include purchase orders and requisitions, billing expenditures, revenues, inventory and payroll. Recommends operational efficiencies as needed in expediting aforementioned.

Prepares travel arrangements to conferences, professional meetings for VPAA and other administrators as assigned, which may include hotel reservations, airline reservations, registrations, etc. and reconciles/submits all receipts upon completion of travel.

Maintains supervisor's daily and long-range calendar, arranging and or monitoring scheduling for seminars, training, meetings, travel and related Division functions.

Maintains overarching master calendar of all "out of office" work-related leave, vacations, requests for remote workdays, sick leave etc., of all direct reports to VPAA, to assist in planning meetings, retreats, and related College events.

Monitors and continuously updates master calendar of upcoming on-campus events which may require participation/attendance by VPAA. Schedules meetings/events as requested by VPAA and appropriately disseminates information.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, announcements, etc., and prepares/compiles materials for complex reports, as needed.

Collaboratively manages coordination with President's office of all aspects of FSW's Convocation and State of the College meetings and any other group meetings as requested by the VPAA. This may include coordinating with vendors; oversight and set-up arrangements for events; coordinating food and drink for faculty and staff, etc. Ensures that deadlines are met.

Serves as an integral lead member of the Commencement management team with oversight for invoices/expenditures, communication/interaction with Auxiliary Services, Faculty, and all related functional units of the College to ensure successful integration of essential services for event.

Prepares, updates and maintains contact information for all employees under the organizational umbrella of Academic Affairs. Working with Institutional Effectiveness Offices ensures that all Division of Academic Affairs organizational flow charts are regularly updated and easily accessible.

Provides oversight for inventory of office supplies/equipment and places orders as needed. Serves as office's point of contact with IT Help desk, auxiliary services etc., ensuring support requests are communicated as required.

Proofs and distributes College-wide announcements/memos from the VPAA as needed. Regularly monitors the VPAA's FSW webpage and related Academic Affairs information for continuous updating to maintain accuracy.

Demonstrates excellent user knowledge of College's technology applications such as basic keyboard skills, Workflow, performance evaluations (Agile), leave system submissions and approvals, Zoom, Microsoft Teams, Outlook, Canvas, etc.

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 or comparable, verifiable record of excellent written, verbal and organizational skills in higher education setting.

Five (5) years of professional full-time work experience performing administrative functions in an educational setting. Appropriate combination of education and experience may be substituted for degree.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail, Zoom, Microsoft Teams. Ability to create and use Excel spreadsheets a plus and learn/adapt to constantly changing applications software (Agile, Workflow, Silkroad, ChromeRiver, Canvas, Banner, etc.

Demonstrated ability to:

- Think critically and creatively. Have a high standard of integrity and be motivated to incorporate best practices in the organizational culture.
- Exhibit a thorough knowledge of policies, procedures pertaining to the position.
- Possess a working knowledge of operational budget management.
- Take initiative and independently plan, organize coordinate and perform working in various situations where numerous and diverse demands often crossing various functional areas of the College are involved. Be facilitative and collaborative in the workplace.
- Anticipate and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, administrators, staff students and the public.
- Work in a fast-paced, demanding environment.
- Exhibit solid organizational skills and be detail oriented.
- Be able to work independently and follow through on assignments.
- Work effectively with a variety of constituencies and be willing to contribute to a team effort.
- Collect, organize and analyze and present information in a meaningful manner.

- Exercise discretion and good judgment and in all contexts and maintain workplace confidentiality.
- 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.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in dress attire, word, and action.
- 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: June 24, 2024, August 7, 2026 (r).