Job Description: Administrative Assistant to the Dean of Academic Affairs

The Administrative Assistant to the Dean of Academic Affairs shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position shall report to the Dean of Academic Affairs or as designated by the President.

Qualifications:

The Administrative Assistant must be detail oriented, possess excellent verbal and written communication skills, and have the ability to maintain confidentiality. Computer proficiency in Microsoft Office Suite is required to create complex spreadsheets, documents, and databases. An Associate’s degree is preferred.

Job Description:

The Administrative Assistant will ensure that the Office of Academic Affairs operates effectively, efficiently, and professionally. This position will assist the Dean of Academic Affairs and the Director of Academic Services and will interact frequently with full-time and adjunct faculty. This is a full-time, 12-month, salaried, FLSA non-exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

The Administrative Assistant to the Dean of Academic Affairs shall:

1. Prepare documents as necessary utilizing Microsoft Office software;
2. Perform general administrative assistant duties to include answering telephone, greeting and directing office visitors appropriately, sort and distribute mail;
3. Maintain strong communication between Dean of Academic Affairs, faculty, staff, and students;
4. Maintain confidentiality of records and information;
5. Maintain office equipment and inventory records;
6. Maintain instructor roledox to include appropriate personal and course information;
7. Coordinate meetings and appointments for the Dean of Academic Affairs;
8. Order supplies and maintain all records of invoices and purchases;
9. Assist in the management of due dates for various governmental reports, surveys, etc.;
10. Originate pay memos to the Vice President of Instruction as necessary;
11. Originate, distribute, and deliver to recipients all academic degrees and certificates;
12. Maintain system and data for student evaluation of instructors;
13. Prepare and publish instructor office schedules in conjunction with the Career & Technical Education Administrative Assistant;
14. Assist with the logistics and planning of faculty professional development days;
15. Prepare and review academic instructor paperwork for approval by the Dean of Academic Affairs;
16. Work with off-campus programs as deemed necessary by Dean of Academic Affairs;
17. Maintain both physical and digital office filing systems;
18. Maintain both physical and digital copies of common and course syllabi;
19. Assist in maintenance of all academic instructor and Office of Academic Affairs’ budgets to ensure no overages;
20. Announce and track all class cancellations/changes on myMACC, email, and appropriate classrooms;
21. Hire and supervise work study position;
22. Perform other duties as assigned by the Dean of Academic Affairs.