

CLASSIFICATION SPECIFICATION

Assistant to the Vice President for Academic Affairs

FT/PT Class Code: 5116, 5616 Pay Grade: B/C 12 FLSA: Non-Exempt Rev. 08/31/16

SUMMARY STATEMENT: An incumbent is responsible for providing administrative support to the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs in a variety of operational areas; including coordinating documents, reports, and presentations for Instruction, Student Affairs, Institutional Research and various task forces and committees.

NATURE AND SCOPE:

An incumbent in this position reports directly to the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs. The incumbent provides support in areas that include, but are not limited to, those listed in the summary statement as well as: disseminating information and requests; preparing various reports and presentations; assisting in budget preparation and development by maintaining records and/or compiling data; performing special projects and studies; obtaining, organizing, and drafting administrative materials; and acting as a liaison between the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs, administrators, deans, directors, faculty, staff, and outside agencies.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Acts as the principal assistant to the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs in a variety of operational areas.
2. Provides support for Collegewide Academic Affairs initiatives and operations including gathering, analyzing, and summarizing relevant information; preparing documents and reports; and maintaining databases.
3. Prepares written correspondence on behalf of the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs.
4. Researches, writes, and prepares presentations in collaboration with the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs.
5. Coordinates division meetings and prepares and distributes supporting documents and minutes.
6. Performs research and compiles data for reports and special assignments.
7. Develops and manages the Academic Affairs annual budget.
8. Schedules and maintains the calendar for the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. Provides guidance and information to interested stakeholders utilizing policies and procedures.
10. Keeps Curriculum Guidelines, the College Catalog and Student Affairs Guidelines current.
11. Supervises the work of other office staff as requested by the Vice President for Academic Affairs and the Associate Vice President for Academic Affairs.
12. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College operations, policies, practices, and procedures.
- ◇ Knowledge of computers, including knowledge of word processing, database management, presentation software (e.g. Power Point) and spreadsheet software.
- ◇ Skill in compilation, research and analysis of information
- ◇ Ability to create complex documents which may incorporate charts, graphs, tables, etc.
- ◇ Knowledge of policies and procedures of support services, such as records management, purchasing and equipment maintenance and repair.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to work well with others.
- ◇ Skill in handling complaints tactfully and thoroughly.
- ◇ Excellent organizational, interpersonal, and communication skills.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of responsible administrative support experience; or other equivalent combination of education and experience.