

CLASSIFICATION SPECIFICATION

Assistant to the Associate Vice President for Academic Affairs

FT Class Code: 4611 Pay Grade: B/C 11 FLSA: Non-Exempt Est. 02/20/20

SUMMARY STATEMENT: This position provides advanced administrative support for Academic Affairs by coordinating administrative details and project support for the associate vice president for academic affairs. Directly supports the daily activities and serves as a liaison for the associate vice president for academic affairs. This position also provides collegewide administrative support and project management for Student Affairs, Enrollment Management, Financial Aid, Athletics, Veterans and Military Services, and International Education.

NATURE AND SCOPE:

An incumbent in this position reports directly to 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 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 associate vice president for academic affairs in a variety of operational areas, including academic advising, career services, recruitment, admissions, registration, athletics, student life, disabilities support, mental health and wellness resources, veterans and military services, international students, learning communities, and academic support.
2. Provides support for Collegewide Academic Affairs initiatives and operations including gathering, analyzing, and summarizing relevant information; preparing documents and reports; and maintaining databases. Compiles and evaluates feedback and data for studies, reports, surveys, and/or grants to provide accurate information and recommendations for improvements, modifications, and/or compliance with policies, procedures, and/or laws regulations. This also includes gathering the information and approvals to revise and maintain Academic Affairs related policies, procedures, and guidelines.
3. Prepares written correspondence on behalf of the Associate Vice President for Academic Affairs. This includes reviewing extensive communications to students that must be proofread before approval.
4. Researches, writes, and prepares presentations in collaboration with the Associate Vice President for Academic Affairs. This includes preparing semi-annual professional development for Academic Affairs staff.
5. Coordinates division meetings and prepares and distributes supporting documents and minutes. This includes, but is not limited to, deans of student affairs meetings, disabilities support meetings, registrar

meetings, financial aid staff meetings, athletic staff meetings, international education, and international student meetings.

6. Performs research and compiles data for reports and special assignments. This includes contacting other institutions and external parties to develop new processes and organizational structures (for example, implementation of new ACCUPLACER requirements or revising disabilities support structure).
7. Manages budgets for collegewide Student Affairs/student support departments, including athletics, financial aid, enrollment management/communication, sexual violence prevention and education, and learning communities. Coordinates with campus and collegewide fiscal staff to ensure proper processes are followed and budget monitoring is accurate. Collaborates with Assistant to the Vice President for Academic Affairs to develop and manage the Academic Affairs annual budget.
8. Schedules and maintains the calendar for the Associate Vice President for Academic Affairs.
9. Provides guidance and information to interested stakeholders utilizing policies and procedures. This includes providing regulatory information about financial aid, veterans funding, NCJAA regulations, etc.
10. Maintains student-related policies in the College Catalog, Student Handbook, and Curriculum Guidelines (to include Student Affairs Guidelines and Workforce Development Guidelines). Maintains designated Student Affairs webpages, such as placement information, graduation, veterans and service members, etc.
11. Supervises the work of other office staff and collegewide offices (such as athletics, financial aid, enrollment management) as requested by 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.
- ◇ Knowledge of Ellucian Banner and the Student Information System.
- ◇ Knowledge of student affairs functions.
- ◇ 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. Ability to supervise staff.
- ◇ Ability to establish and maintain effective working relationships with College/campus administrators, supervisors, employees, and the public.
- ◇ Strong interpersonal and presentation skills.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

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.