



Position Title: Assistant to the Chairperson
Reports To: Department Chair
Department: Natural/Social Science/Workforce Development
Prepared By/Date: Harry Hoffman/2-14-2011
Approved By/Date: Jose Vicente/2-14-2011
Revised: Elaine Spence/3-9-2011

Job Code: 3609-01
Job Group: SNE
Salary Grade: 13
FLSA Status: Non-Exempt

Summary:

This position provides administrative and operational support to the department and department chairperson

Essential Duties and Responsibilities:

- Assists in the process of scheduling courses and full-time/part-time faculty
- Enters teaching assignments in the appropriate system
- Coordinates and manages departmental personnel paperwork
- Assists with interviewing, hiring, and managing adjunct faculty
- Serves as a communication liaison between the department and Human Resources
- Assists in the evaluation of academic instruction credentials
- Assists with employee orientations and training
- Works with personnel in the department to identify equipment and facility needs
- Assists faculty with the books/materials ordering and distribution
- Ensures the availability of program information
- Assists the department with academic student services
- Assists the chairperson with planning recruitment and retention activities
- Updates and maintains the departmental database.
- Monitors budget needs, expenses, and balances.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of spreadsheets and word processing software
- Must possess appropriate administrative skills.
- Ability to follow and issue oral and written instructions.
- Ability to read and comprehend simple instructions, shore correspondence, and memos.
- Ability to write simple correspondence
- Ability to resolve or refer problems to appropriate areas
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree in appropriate discipline from a regionally accredited institution and four (4) years of related experience; or an Associate's Degree from a regionally accredited institution and eight (8) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name